

106.0 UNIFORM ACCOUNTING SYSTEM (UAS) CODES

| UAS | DESCRIPTION | LAST UPDATE |
|------------|--|--------------------|
| 323 | Foster Home Development Funds –Do Not Use Effective 11-1-14 Refer to Program 531 starting 11/1/14 | Nov 2014 |
| 511 | Comprehensive Child and Family Assessment | Jan 2015 |
| 518 | CCFA Wrap-Around Services | April 2015 |
| 521 | FFC-Prevention of Unnecessary Out-of-Home Placement | Jan 2015 |
| 522 | State Funded Overnight Stays in Hotel for Foster Children | Jan 2015 |
| 525 | Medical Exams and Records – OBSOLETE Effective 7/1/2013 | July 2013 |
| 531 | Foster/Adoptive Parent Support Services | Jan 2015 |
| 532 | APS Emergency Relocation | April 2015 |
| 551 | Early Intervention and Prevention Services | Jan 2015 |
| 570 | Family Visitation Services – Family Fusion-DO NOT USE Effect 11/1/14 | Nov 2014 |
| 571 | Homestead Services | Jan 2015 |
| 573 | Parent Aide Services | Jan 2015 |
| 698 | DISASTER | APR 2013 |
| 772 | PSSF – Program Costs (Fulton County Only) | Aug 2008 |
| 873 | C/M PSSF – Family Preservation and Support Services | Nov 2014 |
| 874 | C/M PSSF – Family Support Services | Nov 2014 |
| 883 | C/M PSSF – Time Limited Reunification Services | Nov 2014 |
| 884 | C/M PSSF – Adoption Promotion and Post Permanency Services | Nov 2014 |

700 Series programs currently inactive due to lack of funds – October 2010

Program - UAS 323 (Contract required for all services) – DO NOT USE Effective 11/1/2014

Refer to Program 531 for Coding

Program Name - Foster Home Development Funds (Permanency Cases)

109.11 UAS Program 511 (CONTRACT REQUIRED FOR ALL SERVICES)

PROGRAM NAME–Comprehensive Child and Family Assessment (PERMANENCY CASES ONLY)

REFERENCES: Foster Care Services Manual: Fiscal, 1016.4, 1016.5, 1016.6, 1016.7, 1016.8, 1016.9, 1016.10

PROGRAM PURPOSE:

Comprehensive Child and Family (CCFA) – Code 29

To assist DFCS staff, the juvenile court, families and providers in developing case plans, making placement decisions, expediting permanency and planning for effective service intervention. A Comprehensive Child and Family Assessment is required for **every child** entering care. If a child/family has already had a completed CCFA evaluation within the last 12 months a new, formal CCFA Evaluation is not required. An updated CCFA Evaluation may be required if the child/family's information has changed within the 12 month period. The case manager will complete the Service Authorization/Referral form. The provider will complete the CCFA. **The providers must be approved and have a contract valid in the current fiscal year to perform these services.**

NOTE: A Service Authorization must be completed and approved before sending a referral to the provider for services.

COSTAR REPORTING – Reported client may be a child or an adult depending upon the type of assessment being conducted.

PAYMENT REQUIREMENTS:

CCFA approved vendors have signed a DFCS wide contract with the state of Georgia and are listed on the Support Services website. The provider must be licensed or certified in Georgia.

Vendors must submit the Comprehensive Child and Family Assessment Invoice by the 10th of each month, a copy of the SHINES generated Service Authorization, and the Travel/Mileage Log to the County DFCS offices. Case Manager will review and approve for completeness and accuracy and forward to the designated DFCS approving authority for final approval signature.

NOTE: Payments are only made from the original CCFA – Assessment invoices.

UAS Program 511 (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|--|
| Initial Family Assessment for One Child | 29e | <ul style="list-style-type: none"> • \$600.00 • Compiling, Gathering, Assembling all Information needed for a Complete CCFA • Assessment must be completed within 25 days • Must be Completed by a with a Master's Individual and MUST be Signed by a Licensed Professional • Rate included cost of attending Family Team Meetings • Rate includes cost of facilitating MDT Meeting • Rate includes cost of mileage and travel |
| Additional Children-CCFA (Ages 0-17) | 29f | <ul style="list-style-type: none"> • \$150.00 • Fee for each additional child(ren) • Must be Completed within 25 days of receipt of the service authorization/referral from DFCS • Includes transportation and mileage cost affiliated with completion of the CCFA |
| Relative/Non-Relative Assessment-Home Evaluation and Home Evaluation | 29j | <ul style="list-style-type: none"> • \$350.00 Per family • Must be completed within 25 days of receipt of the service authorization/referral from DFCS • Rate includes cost for transportation and mileage costs • Family member or non-family member has been identified as a placement resource for children • This Assessment is completed to determine the appropriateness of placement resources for children • <u>CCFA Staff Requirement Exception:</u> • Service can be performed by professional with a Master's Degree NOT supervised by a licensed clinician • Possession of a Bachelor's Degree in a human services field from an accredited college or for non-degreed individuals, demonstrate through documentation of training and experience at least 5 years HR |

UAS Program 511 (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|--|
| Update Expired CCFA | 29m | <ul style="list-style-type: none"> • \$300.00 • Current CCFA is more than one year old • Reviewing original CCFA and making any family updates • Coordination of Compiling the family assessment • Compiling, Gathering, Assembling all Information needed for a Complete CCFA • Assessment must be completed within 25 days • Completed by a Master's Level Individual and MUST be Signed by a Licensed Professional • (Fee Includes Transportation and Mileage) |
| Update Current/Expired CCFA-Additional Children | 29n | <ul style="list-style-type: none"> • \$75.00 per child • Each additional child for example if mom has a new baby after initial CCFA has been completed. • Or if initial CCFA is more than one year old. Fee can be used for each additional child needed to complete the updated CCFA • Fee Includes Transportation and Mileage |
| Incomplete Family Assessment | 29o | <ul style="list-style-type: none"> • Up to \$600 • Justification Must be Provided • Includes Mileage and Transportation • Total payment may not exceed \$600/family • Code should only be used if family assessment was initiated and DFCS cancelled the referral before full completion of the CCFA |
| Transporting Children/Family for medical components needed to complete CCFA ONLY | 56a | <ul style="list-style-type: none"> • \$15.00 per hour • This code is used solely when transporting children to and from medical, dental and trauma assessment appointments to meet CCFA requirements. • Set Hourly rate of \$15/hr (no matter level of experience) • Hourly rate begins when provider leaves his/her place of business • Please Note: Crisis Intervention Services are PROHIBITED during transportation |

UAS Program 511 (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|---|
| Mileage | 56b | <ul style="list-style-type: none"> • Max \$400/Including services under 56A • Mileage Reimbursable at the state approved Rate • Mileage is reimbursable for transporting child(ren) only for the medical components of the CCFA <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Court Appearance (Licensed Professional) | 88a | <ul style="list-style-type: none"> • \$50/HR/Day May not Exceed \$400/Day • CCFA Assessment-Invoice and a copy of subpoena must be attached for payment • Court Appearances by psychologist are to be authorized by SAAG • Licensed Professionals (ONLY) Licensed clinical social workers can also be used |
| Court Appearance/Testimony (Non-Degreed Professional) | 88b | <ul style="list-style-type: none"> • \$35/HR/Day May not Exceed \$280 • CCFA Assessment-Invoice and a copy of subpoena must be attached for payment |

109.18 UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES)**PROGRAM NAME – Wrap Around Services (PERMANENCY CASES ONLY)**

REFERENCES: Foster Care Services Manual: Fiscal, 1016.15

Maximum spending limits \$5000 per FAMILY per fiscal year to include:

- **Crisis Intervention**
- **In-Home Case Management (targeted case management)**
- **In-Home intensive treatment**
- **Transportation & Mileage**
- **Court Appearances**
- **Life Book**

PROGRAM PURPOSE:

Wrap Around services are comprehensive home-based mental health treatment and case management services designed to provide critical support to Placement cases with the intent of promoting safe and stable families and early reunification.

Wrap around services are used to support children placed in DFCS foster homes, reunited with birth families, or placed with relative caregivers who receive a Relative Support subsidy.

Unless otherwise specified, the duration of aftercare services provision **cannot exceed six (6) months**. Aftercare services must be court-ordered and may be extended up to an additional six (6) months without a waiver.

COSTAR REPORTING: The reported client is the child.

PAYMENT REQUIREMENTS:

WA **approved** vendors have signed a DFCS wide contract with the state of Georgia and are listed on the Support Services website. The provider must be licensed or certified in Georgia.

Vendors must submit the Wrap-Around Services Invoice by the 10th of each month, a copy of the SHINES generated Service Authorization, and the Travel/Mileage Log to the County DFCS offices. Case Manager will review and approve for completeness and accuracy and forward to the designated DFCS approving authority for final approval signature.

NOTE: Payments are only made from original Wraparound Invoices.

UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued

WAIVERS: Program 518's maximum spending limit per family, per fiscal year is \$5,000. However, the Regional Directors can approve an additional \$3,000 per family, per fiscal year above the \$5,000 cap, but the county must request this increase in ADVANCE. The county must attach a copy of the regional director's waiver, which will be on DFCS letterhead, to all invoices submitted to the regional accounting office for payment.

If the county determines that there is a need to spend in excess of the \$8,000, the caseworker must request a waiver BEFORE authorizing any services beyond the approved \$8,000 threshold. These requests must be submitted to Director of Field Operations for consideration and approval. If the waiver request is approved, the county will receive a copy of the waiver signed by the Director of Field Operations. The county must attach a copy of the state office approved waiver to all invoices submitted to the regional accounting office for payment.

WAIVERS for Transportation: Regional Directors have approval authority to exceed the \$400 Transportation CAP, **up to \$500**, if they have enough budget to cover these costs. If the cost exceeds \$500, a waiver must be submitted to the Director of Field Operations, approved and attached to the invoice for documentation.

NOTE: Payments are only made from the statewide approved original WRAP invoices.

Other – Code 00

EMERGENCY PLACEMENT: This code is ONLY to be used to pay a state approved WRAP provider for miscellaneous cost associated with caring for a foster care child overnight when no other placement can be found. Both the approval from the Regional Director and a WAIVER approved by Foster Care Services Director are required for payment. These cost may include, but are not limited to, hotel, meals, basic clothing (diapers), special needs (toothbrush, soap, deodorant). The vendor should pay all charges, **including the hotel**, and be reimbursed.

The hourly rate charged by the WRAP provider for staying in a hotel with a DFCS child is to be charged to Entitlement Code "62".

If a DFCS employee stays in a hotel with the child, cost incurred such as hotel, meals, miscellaneous are to be charged to Program 522.

Crisis Intervention – Code 62

The purpose is to provide an immediate service to stabilize a volatile **family** situation where safety of the child is not an issue. These preventative services are provided for children in foster care/relative placement, or aftercare status, who are at imminent risk of placement disruption or re-

UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued

EMERGENCY PLACEMENTS: The hourly cost associated with a state approved WRAP provider assisting with the care of a foster care child placed in a hotel overnight when no other placement can be found. An approved waiver from the Regional Director is required. **The caseworker and their supervisor should determine how much and the level of assistance needed from the provider.**

They should ascertain if one or two providers are needed and what level of training (licensed or degreed) is needed for the child.

Services in this area cannot exceed 5 days.

Services may include, but are not limited to:

- Coordinating community services
- Advocating for service provisions to the child and family
- Monitoring placements for safety and stability following reunification
- Therapy and/or counseling
- Domestic violence counseling
- Anger and Stress management/counseling
- Basic Behavioral Management for family
- Enhanced Behavioral Management for family
- Parent aide services and/or parenting classes
- Coordinating and/or facilitating family team meetings
- Grief management, loss and/or separation issues
- Basic Methods of Discipline
- Enhanced Methods of Discipline
- Transportation

In-Home Case Management – Code 71

The purpose is to provide case management assistance to families in completing the defined goals and steps of the Case Plan. Any other services not listed below require a written waiver approved by the regional director.

UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**Services may include, but are not limited to:**

- Providing direct services
- Coordinating community services
- Advocating for service provisions
- Coordinating and supervising visitation with parent, relative or siblings
- Preparing families for reunification
- Monitoring placements for safety and stability following reunification
- Basic Behavioral Management for family
- Parent aide services and/or parenting classes
- Coordinating and/or facilitating family team meetings
- Preparing children for adoption (excluding child life histories)
- Developing and discussing life books
- Basic Methods of Discipline

In-Home Clinical/Therapeutic Services– Code 95

The purpose is to provide therapeutic and/or clinical services for a family in preparation of the safe return of a child and/or to maintain and stabilize a child's current placement.

Services may include, but are not limited to:

- Drug Treatment and support services for the parent/caregiver and/or child
- Therapy and/or counseling
- Domestic violence counseling
- Anger and Stress management/counseling
- Enhanced Behavior Management for children
- Grief management, loss and/or separation issues
- Enhanced Methods of Discipline

UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|---|
| Emergency Placement Cost - Miscellaneous | 00 | <ul style="list-style-type: none"> This code is <u>ONLY</u> to be used to pay a state approved WRAP provider for miscellaneous cost associated with caring for a foster care child overnight when no other placement can be found. |
| Crisis Intervention (Licensed Professional) | 62a | <ul style="list-style-type: none"> \$65.00 per hour Services cannot exceed 5 days Possession of a Master's Degree OR Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC. <p>May not Exceed 5 Days</p> <p>Additional time will need a waiver</p> |
| Crisis Intervention (Degreed/Non-Degreed) | 62b | <ul style="list-style-type: none"> \$35.00 per hour Services cannot exceed 5 days |
| Crisis Intervention - Mileage | 62c | <ul style="list-style-type: none"> \$400.00 per service requested Mileage at state approved rate Should be included on the Wrap-Around Invoice <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Crisis Intervention (Master's With Supervision) | 62d | <ul style="list-style-type: none"> \$45.00 per hour Possession of a Master's degree Supervised by a Licensed Professional <p>May not Exceed 5 Days</p> <p>Additional time will need a waiver</p> |
| Crisis Intervention - Missed Appointments | 62e | <ul style="list-style-type: none"> \$25.00 per appointment Max 3 appointments/Family If client is not home or does not show for the appointment without 24 hour notice |

UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|--|
| Transportation Services | 56a | <ul style="list-style-type: none"> • \$15 per hour (No matter level of experience) • This code is used solely when transporting the children/family to and from services. Transportation services may include, but are not limited to, transporting child to/from school or court, transporting parent to/from a child's doctor appointment, or parent/to from home for child's visit.. • *PLEASE NOTE: Crisis Intervention Services are PROHIBITED during transportation. |
| Mileage for Transportation Services | 56b | <ul style="list-style-type: none"> • \$400 per service (MAX) • Maximum includes services for 56A • Mileage at state approved rate • Should be included on the Wrap-Around Invoice <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Education Stability – Public Transportation Services | 56d | <p>Expenditures incurred in maintaining educational stability using public transportation is appropriate as follows. These expenditures may have to be handled on a reimbursement basis due to the fact that these types of vendors will not be able to bill DFCS.</p> <ul style="list-style-type: none"> • Mass Transit Services • Van Pools • Taxis <p>The caseworker will need to provide a copy of the Educational Stability Checklist and the WRAP invoice in order to process payments.</p> <p>Caseworkers can contact EPAC@dhr.state.ga.us with additional questions/concerns.</p> |
| Education Stability – WRAP Transportation | 56e | <p>Expenditures incurred in maintaining educational stability using WRAP providers is appropriate as follows.</p> <ul style="list-style-type: none"> • Hourly rate \$15 (2 hours per day) may be more occasionally due to traffic issues, caseworker should approve <p>The caseworker will need to provide a copy of the Educational Stability Checklist and the WRAP invoice in order to process payments.</p> <p>Caseworkers can contact EPAC@dhr.state.ga.us with additional questions/concerns.</p> |

UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|---|
| Education Stability – WRAP Mileage | 56f | <p>Expenditures incurred in maintaining educational stability using WRAP providers is appropriate as follows.</p> <ul style="list-style-type: none"> • Mileage at state approved rate no more than 120 miles per day <p>The caseworker will need to provide a copy of the Educational Stability Checklist and the WRAP invoice in order to process payments.</p> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> <p>Caseworkers can contact EPAC@dhr.state.ga.us with additional questions/concerns.</p> |
| In Home Case Management - Targeted Case management Licensed Professional | 71a | <ul style="list-style-type: none"> • \$65.00 per hour • Possession of a Master's or Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC. • Case Management Includes: <ul style="list-style-type: none"> • Case Management • Providing Direct Services • Coordinating community services • Advocating for service provisions • Coordinating and supervising visitation with parent, relative or siblings • Preparing families for reunification • Monitoring placements for safety and stability following reunification • Basic behavioral management for family • Parent Aide services and/or parenting classes • Coordinating and/or facilitating FTMs • Preparing children for adoption (excluding child life histories) • Developing and discussing life books • Basic methods of discipline |

UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|--|
| In Home Case Management - Targeted Case Management Degreed Professional | 71b | <ul style="list-style-type: none"> • \$35.00 per hour • Possession of a Master's degree NOT supervised by a licensed clinician • Possession of a Bachelor's degree in a human services field from an accredited college or for non-degreed individuals, demonstrate through documentation of training and experience at least 5 years of experience in human services work. |
| In Home Case Management - Mileage | 71p | <ul style="list-style-type: none"> • MAX \$400 per family service • State Approved Rate <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| In Home Case Management - Targeted Case management (Master's With Supervision) | 71q | <ul style="list-style-type: none"> • \$45.00 per hour • Master's With Licensure Supervision |
| In home case management - Missed Appointments | 71r | <ul style="list-style-type: none"> • \$25.00 per appointment • Max 3 appointments/Family • If client is not home or does not show for the appointment without 24 hour notice |
| Preventive Family Support | 86a | <ul style="list-style-type: none"> • \$45.00 per hour (Max \$500 per case) <p>This service is available for Counties/Regions who have over 35 cases on their backlog for Family support services and Investigations Combined</p> <p>This Rate Includes:</p> <ul style="list-style-type: none"> • Assessment of the Family • Documentation • Staffing with the DFCS Supervisor <p>Staffing Requirements: Required: Undergraduate degree in a human services field Preferred: Master's degree in a human services field</p> <ul style="list-style-type: none"> • Note: Paraprofessional or individuals without degrees should not be used for this service |
| Preventive Family Support – Mileage | 86b | <p>State Approved Rate (May Not exceed \$150 per case)</p> <ul style="list-style-type: none"> • Mileage Reimbursement Log must be included <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |

UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|--|
| Court Appearance And Testimony (Licensed Professional) | 88a | <ul style="list-style-type: none"> • \$50.00 (Maximum per day amount claimed cannot exceed \$400.00) • Possession of a Master's or Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC. • Possession of Master's or Doctoral degree in a Human Services/ Social Services field under supervision for licensure by a licensed Psychologist, LCSW, LPC or LMFT in accordance with the Georgia Composite Board. • WRAP-Invoice and a copy of subpoena <u>must</u> be attached for payment • Court appearances by a psychologist are to be authorized by the SAAG. |
| Court Appearance and Testimony Degreed/Non-Degreed | 88b | <ul style="list-style-type: none"> • \$35.00 (Maximum per day amount claimed cannot exceed \$280.00) • Possession of a Master's degree NOT supervised by a licensed clinician • Possession of a Bachelor's degree in a human services field from an accredited college or for non-degreed individuals should demonstrate through documentation of training and at least 5 years of experience in human services work. |
| In-Home Intensive Clinical/Therapeutic Services | 95a | <ul style="list-style-type: none"> • \$65.00 per hour • Services cannot exceed 6 months • A waiver is needed if services exceed 6 months Licensed Professionals • Possession of a Master's or Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC. • Possession of Master's or Doctoral degree in a Human Services/ Social Services field under supervision for licensure by a licensed Psychologist, LCSW, LPC or LMFT in accordance with the Georgia Composite Board. |

UAS Program 518 WRAP (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|--|
| In-Home Intensive Clinical/Therapeutic Services– Mileage | 95b | <ul style="list-style-type: none"> • MAX \$400 per family service • Mileage at state approved rate • Should be included on the Wrap-around Invoice <p>Mileage at state approved rate</p> <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Missed Appointments | 95d | <ul style="list-style-type: none"> • \$25.00 per appointment • Max 3 appointments/Family • If client is not home or does not show for the appointment without 24 hour notice |

109.21 UAS Program 521-PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED)

**PROGRAM NAME – FFC- Prevention of Unnecessary Out-of-Home Placement (PUP)
(Family Preservation, Family Support, Investigations, Permanency and Adoptions)**

REFERENCES: Foster Care Services Manual: Fiscal, 1016.35
CPS Manual, Family Preservation Chapter 2107

PROGRAM PURPOSE:

The goal of PUP services is to reduce risk factors contributing to child maltreatment to ensure the protection and safety of a child. PUP services include, but not limited to: emergency housing/financial assistance, temporary child care services, counseling, emergency transportation needs and psychiatric/psychological testing, drug screens, and substance abuse assessments, domestic violence assessments, sexual abuse assessments, and parental fitness.

They are provided as a support service among others as part of the safety or case plan in an open Family Preservation or Permanency case. Imminent risk of placement or readiness for reunification of the children must be clearly documented in the case record.

Speech and Hearing Evaluations (age 4-17 and Adults) – Code 09

To provide an assessment for non-Medicaid eligible and/or private insurance children, birth parents, foster parents, and/or caregivers. Birth parents are eligible when a permanency plan of reunification is the goal or when other permanency plans may need to be selected. Services must be conducted by a certified technician or certified audiologist.

COSTAR REPORTING – Reported client is the family of a child in imminent risk of placement or a child in foster care that is in readiness for reunification. Count clients in each entitlement code for which they receive services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Services may only be authorized once per fiscal year. In addition:

- (1) Must be an open Family Preservation, Family Support, Investigations, Permanency and Adoption cases where maltreatment has been substantiated or the case disposition is pending;
- (2) The case Manager documents one of the two conditions:
 - (A) Risk of Imminent Placement
 - (B) Immediate Reunification

UAS Program 521-PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued**PAYMENT REQUIREMENTS:**

Vendors must send by the 10th of each month the PUP Services Invoice (if applicable), attach a copy of the SHINES generated Service Authorization, and the Travel/Mileage Log to the County DFCS office. Case Manager will review for completeness and accuracy and forward to designated DFCS approving authority for signature. Non-contracted services require the original invoices with receipts. In most cases, PUP expenditures are made directly to the vendor. However, funds may be reimbursed directly to a family if the SSCM has given the client prior approval, receipts must be provided. The County Director or their Supervisory designee authorizes each PUP expenditure.

When paying rent, a letter/invoice with address and telephone number from the company or individual who is renting the location is needed. Paying utilities requires a bill (original only) or a letter from the utility company. Bill is paid **DIRECTLY** to the **utility company**. Deposits for rent or utilities should include a letter notifying payee that the deposit should be returned to DFCS.

PROHIBITED PUP SERVICES:

- Payment of consumer credit debt
- Purchase of trailers or down payment on trailers, trailer lot, or homes
- Legal services for separation, divorce,
- Custody modification or modification of visitation
- Purchase or down payment on vehicles
- Repairs on rental property
- Traffic fines/Court costs
- Ongoing sexual abuse offender counseling for an adult (cost is paid by offender)

WAIVERS: It is the caseworker's responsibility to request a waiver from the Regional Directors for "Additional funds or extensions of timeframes for PUP" if it is within budget allocations. A copy of the regional directors, on DFCS letterhead, waiver approval will need to be attached to all invoices submitted to the regional accounting office for payment.

Safety/Enrichment Activities: Per Foster Care Policy, a child must be 3 years old or older for a family to be reimbursed for swimming lessons. However, if it is determined in the best interest of the child, the caseworker can ask the director for a county level waiver.

NO SHOW FEES: It is permissible for the provider to charge \$25 for refusal in the event the client leaves or refuses to complete a drug test. The provider can also charge \$25 for missed appointments for a no show. The maximum is 3 times per family, the provider should ensure they are aware of the family's schedule before attempting to conduct unannounced/random visits.

MILEAGE: It is permissible for a vendor performing counseling services and in home drug screens to be reimbursed for travel to get to and from their appointment.

UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued

Criminal Background Checks/Fingerprinting: Cases that require background fingerprint checks are **paid directly to GBI, if using LIVESCAN**. A Purchase Order is required for all client related fingerprint expenditures for Program 521. These charges are not going to be processed in SHINES.

NOTE: If the fingerprinting cost is mandatory and will be reimbursed to the client, then the client should not be asked to provide payment at the time of the screening.

ALLOWABLE ENTITLEMENT CODES

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|------------------------------------|-------------|---|
| Criminal Background Checks | 06d | <ul style="list-style-type: none"> Support Services – Criminal Background Checks (GBI) Payments may be directly to the Vendor, PO# is required if the service is client related. The SSCM will attach a copy of the PO to the invoice when submitting for processing. |
| Speech Evaluation | 09a | <ul style="list-style-type: none"> \$200-\$600 Must be conducted by a certified technician |
| Hearing Evaluation | 09b | <ul style="list-style-type: none"> \$200-\$600 Must be conducted by a certified technician |
| Mental Health Assessments Category | 29 | Domestic Violence, Parental Fitness, Psycho-Sexual, and Substance Abuse, Trauma Assessment Max \$1500/Family Individual Assessment rates listed below in 29A-29E |
| Domestic Violence Assessment | 29a | <ul style="list-style-type: none"> \$500 - \$750 |
| Parental Fitness Assessment | 29c | <ul style="list-style-type: none"> \$500 - \$750 |
| Psycho-Sexual Abuse Assessment | 29d | <ul style="list-style-type: none"> \$500 - \$750 |
| Substance Abuse Assessment | 29e | <ul style="list-style-type: none"> \$500 - \$750 Licensed or Certified Professionals in Substance Abuse are authorized to perform assessments |
| Trauma Assessments | 29f | <ul style="list-style-type: none"> \$300.00 max per child Should only be used if the child/family is non-Medicaid eligible |
| Assessments - Missed Appointments | 29g | <ul style="list-style-type: none"> \$25 per appointment (MAX 3 per family) If client is not home or does not show for appointment without 24 hour notice |

UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|--|
| Emergency Housing/Financial Assistance | 48a | <ul style="list-style-type: none"> ▪ Past due rent, current rent and up to 3 months future rent can be paid once per family per fiscal year. ▪ Rent/Deposit paid directly to leasing agent. ▪ Deposit must be returned to DFCS ▪ Documentation of the family's plan indicating how they will maintain the changes after the provision of PUP services. |
| Mortgage Expenses | 48b | <ul style="list-style-type: none"> ▪ A mortgage payment can be made if all PUP criteria have been met. ▪ Documentation of the family's plan indicating how they will maintain the changes after the provision of PUP services ▪ Mortgage expenses paid directly to mortgage company or bank |
| Utility Expenses | 48c | <ul style="list-style-type: none"> ▪ Past utility bills, current utility bills and up to 3 months future utility bills may be paid directly to utility company once per family per fiscal year. |
| Utility Deposits | 48d | <ul style="list-style-type: none"> ▪ Utility deposits may be paid directly to utility company once per fiscal year. |
| Home Repairs (Minor) | 48e | <ul style="list-style-type: none"> • Minor home repairs max of \$1500.00 • Family must <u>own</u> the home. • Vendor invoice required for payment |
| Legal Expenses (Guardianship) | 48f | <ul style="list-style-type: none"> • Minor legal services max of \$500.00 (one-time fee) for guardianship of child • Documentation required |
| Emergency Furniture | 48g | <ul style="list-style-type: none"> • Emergency funds for household furniture after all other community resources have been exhausted. • Range \$100.00-\$1000.00 Maximum • Please note: Receipt of purchase required and Payment to vendor only |
| Emergency Clothing | 48h | <ul style="list-style-type: none"> • Emergency Clothing (Uniforms) for child after all other community resources have been exhausted. • \$100.00 maximum per child • Please note: Receipt of purchase required. |
| Birth/Death Certificates | 48i | <ul style="list-style-type: none"> • \$30 MAX for birth/death certificates needed to provide services to a Family Preservation Family Payable to Vital Records http://www.cdc.gov/nchs/w2w.htm |

UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|---|
| Emergency Day Care Services | 49 | <ul style="list-style-type: none"> • Emergency temporary day care for children under 13 years of age or up to age 18 if physically or mentally disabled • Service Authorization Unit Rates must be within the Child Care Maximum Reimbursement Rates established • Maximum of 6 months childcare services per child per fiscal year • Please note: Justification required and Payment to service provider only |
| Counseling- Licensed Professional | 50a | <ul style="list-style-type: none"> • \$65.00 per hour • Should only be used if the child/family is non-Medicaid eligible • Counseling can be provided for: Individual, child, group, family, pastoral, drug/alcohol, abuse, and marital counseling |
| Behavior Aid Services | 50c | <ul style="list-style-type: none"> • \$35.00 per hour • Service to support families in managing child behaviors that are unruly or volatile. Services should primarily include one-on-one interaction with the identified child to teach and model appropriate behavior. • |
| Counseling - Missed Appointments | 50d | <ul style="list-style-type: none"> • \$25 per appointment (MAX 3 per family) • If client is not home or does not show for scheduled appointment without 24 hour notice • Missed appointments for counseling services |
| Drug and Alcohol Screen- Hair Follicle | 51a | <ul style="list-style-type: none"> • Range \$20.00-\$150.00 per service • Collects and provides results to DFCS |
| Drug and Alcohol Screens – Urine | 51b | <ul style="list-style-type: none"> • Range \$20.00-\$60.00 per service • Collects and provides results to DFCS |
| Drug and Alcohol Screens – Breath Scan | 51c | <ul style="list-style-type: none"> • Range \$20.00-\$45.00 per service • Collects and provides results to DFCS |
| Paternity Testing/DNA Testing | 51e | <ul style="list-style-type: none"> • \$29.65 maximum per service • DFCS wide contract with DNA Diagnostics should only be used for this service |

UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|---|
| Court Appearance/Testimony (Licensed Professional) | 51f | <ul style="list-style-type: none"> • \$50.00 per hour (Maximum per day \$400.00) • Copy of Subpoena |
| Court Appearance & Testimony- (Degreed/Non-Degreed) | 51g | <ul style="list-style-type: none"> • \$35.00 per hour (Maximum per day \$280.00) • Copy of Subpoena |
| Drug Screen Refusal | 51h | <ul style="list-style-type: none"> • \$25 per appointment • If client refuses drug screen or if the vendor arrives at client home or the DFCS office and the client does not show (Max 3/Family) |
| Missed Appointments-Drug Screen | 51i | <ul style="list-style-type: none"> • \$25 per appointment (MAX 3 per family) • If client is not home or does not show for scheduled or random drug screening • Provider should be aware of the family's schedule and make attempts for random drug screens based upon the schedule of the family |
| Drug Screen Mileage | 51j | <ul style="list-style-type: none"> • Mileage may not exceed \$400 • State Approved Rate • Mileage begins at the point the provider leaves his/her office to conduct the referred services <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Psychological Evaluation -Licensed Professionals only | 54 | <ul style="list-style-type: none"> • Range (\$500-\$750), \$1500/Max per family • Individual psychological and/or the use of clinical interviewing techniques to arrive at an evaluation of an individual's or family social, intellectual, and /or psychological well-being. • Cost of professional service rendered that is not billable to Medicaid, Peach Care, or private health insurance • Should only be used if the child/family is non-Medicaid eligible |
| Mileage | 56a | <ul style="list-style-type: none"> • Mileage may not exceed \$400 • State Approved Rate • Mileage begins at the point the provider leaves his/her office to conduct the referred services <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Emergency Meals and Lodging | 56b | <ul style="list-style-type: none"> • May not exceed \$300.00 per occurrence • Justification required |

UAS Program 521 PUP (CONTRACT FOR CERTAIN SERVICES REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|---|
| Emergency Gasoline/Public Transportation | 56c | <ul style="list-style-type: none"> • May not exceed \$100.00 per family per fiscal year Justification required |
| Emergency Vehicle Repair | 56d | <ul style="list-style-type: none"> • May not exceed maximum of \$500.00 per fiscal year per family • Receipt of purchase required and Payment to vendor only |
| Safety/Enrichment Activities [DFCS FOSTER CARE CHILDREN ONLY] | 80 | <p>There is a program at the state office called Afterschool Care Program which should be explored for potential funding of youth enrichment camps and safety/enrichment activities. If these funds are not available, then PUP allows for expenses up to \$500 per fiscal year.</p> <p>Promotes the well-being of foster children by providing them with extra-curricular activities through programs such as Red Cross, YMCA, tutorial programs and classes (dance, art, sports, band)</p> <ul style="list-style-type: none"> • Must be under 14 and available for all children in DFCS custody regardless of placement (FC, relative, CPA) • May use ILP Program (585) if youth ages 14 and older are ILP eligible • Maximum \$500.00 per child per fiscal year |

109.22 UAS Code – 522**PROGRAM NAME – State Funded – Overnight Stays in Hotels for Foster Children**

REFERENCES: Foster Care Services Manual: Fiscal, 1016.11, 1016.12, 1016.47, 1016.48

PROGRAM PURPOSE – Is to pay for the cost of overnight accommodations for a child and caseworker when placement arrangements cannot be made.

COSTAR REPORTING – Reported client is generally the child. Count client in each entitlement code for which they receive services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Benefits/services charged must meet programmatic guidelines (See Foster Care Manual).

PAYMENT REQUIREMENT:

Both the approval from the Regional Director and a WAIVER approved by Foster Care Services Director are required for payment (Code 00).

ALLOWABLE ENTITLEMENT CODES

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--------------------------|------|---|
| Overnight Stay in Hotels | 00 | <ul style="list-style-type: none"> ▪ Overnight stays in hotels for children in state custody when unable to locate a provider that will accept the child. Costs include lodging and meals for DFCS staff and child. |

UAS Code – 531

PROGRAM NAME – Foster Parent Development and Foster/Adoptive and ICPC Parent Support Services – Reimbursement

REFERENCES:

PROGRAM PURPOSE – Is to enable the county departments to reimburse the services required in the screening; preparation; approval; recruitment and support of foster/adoptive families. These funds include the development of contracts with qualified contractors to assist counties in facilitating IMPACT pre-service training for Foster Homes and completing ICPC or Regular Foster Home Evaluations.

Costar Reporting: Should be reported as outlined below.

Entitlement Code E1-- Count the number of ICPC or Regular Foster Home Evaluations completed.

Entitlement Code E2-- Count the number of ICPC or Regular Foster Home Evaluations partially completed.

Entitlement Code 06 (Support Services) – Reported client is the foster/adoptive/ICPC parent.

Entitlement Code 67a - For each training group, count the unduplicated number of foster parents who complete the 10-week IMPACT session.

Entitlement Code 67b - For individual session, count the unduplicated number of foster parents who complete the entire IMPACT pre-service training. Approval from the Regional Adoption Coordinator is needed to conduct 1:1 (one-on-one) trainings with these funds.

NOTE: You will still put the expenses for foster parents attending the 8 day IMPACT certification program in entitlement code 67 – but do not enter a client count on these expenses.

Entitlement Code 68 (Continued Parent Development) – Count the individual foster parents attending the Annual Adoptive and Foster Parent Association of Georgia Conference or the Foster Parent and Staff Development Institute, or the foster parent/child receiving water safety services.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS –

ACCOUNTING NOTE: Effective July 1, 2011, these services are to be paid on the Child Welfare page using the following description in all cases:

Entitlement Code E1 and E2 - ICPC or Regular Foster Home Evaluations - Name of Family (first and last name) and the date of the evaluation

UAS Code 531 (continued)

\$600.00-----per completed ICPC or Regular Foster Home Evaluation submitted

Partial rates are negotiated based on amount of work completed. Partial rates are not to exceed the above fee schedule

Entitlement Code 06 – Used to reimburse a foster/adoptive/ICPC parents for drug screens, physicals and lab tests that are required of prospective and current foster/adoptive/ICPC parents. Payment for Environmental Inspections of foster parents to Health Department is allowable. Cost incurred by the foster parent for carbon monoxide detectors and ABC rated fire extinguishers will also be reimbursed to the foster parents.

Drug Screens, physicals and lab tests (TB): These expenses are reimbursed to the foster or adoptive or ICPC family once the applicant has incurred the expense. However, before the applicant can be reimbursed, the results of the drug screen must be negative.

All household members over age 18 are required to be fingerprinted, and these cost are reimbursable to the foster parent, then the client should not be asked to provide payment at the time of the screening.

Entitlement code 67 –

IMPACT Trainings – Name of Provider facilitating the TRAINING, and the dates of the training

\$800.00-----**GROUP SETTING** for facilitating the complete IMPACT Pre-Service training.

Note: Counties can determine payment intervals based upon the time frames of specific groups. For example, four equal payments of \$200.00 can be made.

\$500.00 -----**INDIVIDUAL (one-on-one) SETTING** for facilitating the complete IMPACT Pre-Service training for one person or family. Every effort must be made to conduct training in a group setting. Approval from a Regional Adoption Coordinator is needed to conduct one-on-one training using these funds.

- Submit a proposal which is accepted by the County Department
- Complete a Questionnaire for Determining Independent Contractor Status;
- Submit the required Form 5357 and foster parent counts prior to receiving payment.

Certification of foster/adoptive parents for IMPACT Training - In order to co-lead the 10 week IMPACT Sessions with DFCS staff, foster/adoptive parents must have successfully completed the 8 day certification program (expenses for this may be paid upon submission by the foster/adoptive parent of a completed Form 5357. Such expenses are reported under entitlement code 67.). To be eligible for the \$350 reimbursement for co-leading the 10-week IMPACT (MAPP) session, the foster/adoptive parent must do all of the following:

UAS Code 531 (continued)

- Submit a proposal which is accepted by the County Department
- Complete a Questionnaire for Determining Independent Contractor Status;
- Submit the required Form 5357 and foster parent counts prior to receiving payment.

Entitlement Code 68 covers the following:

Annual Adoptive and Foster Parent Association of Georgia Conference – Registration, travel and meal costs associated with foster parents' attendance

OR

Foster Parent and Staff Development Institute - Registration, travel and meal costs associated with foster parent attendance. The County department will allow all foster parents who need annual continued parent development (CPD) an opportunity to attend the institute closest to their residence.

NOTE: When requested, registration fees and hotel expenses can be paid in advance for the foster parents attending the required Conferences. Foster Parents should make their own hotel reservation and complete their registration forms and submit this information to their DFCS County office. The DFCS office will approve/deny the request and submit to Regional Accounting who will issue a check to the hotel for the cost of the room for the foster parents to take with them. Accounting will also issue a check for the registration and mail it directly to the vendor with the registration form. The only cost that the foster parents will have to pay upfront is for their gas and meals. Foster Parents are required to attach all receipts for registration and hotel costs, whether paid in advance or not, when submitting Form 5357 for travel reimbursements.

NOTE: Adoptive Families are not eligible for reimbursement for the Continued Parent Development Conference or the Annual Adoptive and Foster Parent Association of Georgia Conferences.

CPR and First Aid Training/Water Safety Instructional Costs, including water safety services for either foster children or foster parents. This is to be reimbursed to the prospective and veteran foster parents.

Entitlement Code 84

Recruitment Funding Incentives - Services and activities designed to promote the development of new foster homes such as IMPACT training supplies, Booth Rental/Registration Fees; Printing of flyers, pamphlets, or inserts; Event Decorations and Supplies; and Foster Parent Recruitment Event Site Rental. The Regional maximum annual spending amount can be increased if waived by the Foster Care Services Director.

UAS Code 531 (continued)

Fingerprinting: Costs for obtaining background fingerprint checks for prospective foster/adoptive/**ICPC** parents, approved foster parents and other household members 18 years of age or older **is paid directly to GBI, if using LIVESCAN**. However, the results of the fingerprint check must be satisfactory in order for the family to be considered as a Foster or Adoptive **or ICPC** Parent. A Purchase Order is required for all client related fingerprint expenditures for Program 531.

PAYMENT REQUIREMENTS:**Fingerprints – Paid Directly to GBI**

- Approved Disbursement request with applicants' names authorizing payment, only needed if do not have a Vendor's Invoice
- Purchase Order
- Original Invoice, approved for payment

Drug Screens, CPR, First Aid, Physicals, Lab Tests, etc. – **Reimbursement to the foster/adoptive/ICPC parents for CODES 06 or 68 or** directly to a vendor to support special recruitment group processing (special initiatives) or groups of veteran foster parents for re-evaluation purposes for CODE 84 with a waiver from the Foster Care Services Director.

- Approved Disbursement request with applicants' names authorizing payment
- Original paid receipts, approved for payment

Foster Parent and Staff Development Institute –

- Foster Parents must submit a completed Form 5357 (Bill for Services Rendered) for reimbursement of travel, lodging, meals, and conference registration. All expenditures must be reported on this Form regardless if paid in advance to the Foster Parents.
- Checks issued in advance for the hotel and/or registration are to be made payable to the vendors, not the foster parents.

IMPACT Session Reimbursement/Foster Care/Adoptive Parent Reimbursement for Training

- Foster Parent completes and signs Form 5357 (Bill for Services Rendered)
- Contracts are not required

ALLOWABLE ENTITLEMENT CODES

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------------|------|--|
| Completed FH Evaluations | E1 | <ul style="list-style-type: none"> • Completed ICPC or Regular Foster Home Evaluation Payment - \$600.00 |
| Partial Evaluations | E2 | <ul style="list-style-type: none"> • Partial ICPC or Regular Foster Home Evaluation Payment (May Not exceed \$600.00 Limit) |

UAS Code 531 (cont.)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|------|---|
| Support Services – | | All Support Services items are reimbursement to the foster parents Reimbursement to Parent -Pay in SHINES as an Add on to the Foster Care Invoice |
| | 06a | <ul style="list-style-type: none"> • Drug Screens |
| | 06b | <ul style="list-style-type: none"> • Support Services – Physicals |
| | 06c | <ul style="list-style-type: none"> • Support Services – Lab tests |
| DO NOT USE Effective 11/1/14 | 06d | <ul style="list-style-type: none"> • Fingerprint/Backgrounds checks are being moved to 531-84i, SERVICE AUTHORIZATIONS will not be done but a monthly Purchase Order is required |
| | 06e | <ul style="list-style-type: none"> • Environmental Inspections by the Health Department for Foster Parents homes. |
| | 06f | <ul style="list-style-type: none"> • Septic tanks pumped if required by the Heath Department for Foster Parent's homes. |
| | 06g | <ul style="list-style-type: none"> • Additional training and IMPACT materials |
| | 06h | <ul style="list-style-type: none"> • Carbon Monoxide Detectors • ABC Rated Fire Extinguishers |
| IMPACT TRAINING – | | Paid to the Provider Will not be processed through SHINES |
| Group IMPACT Training | 67a | THIS IS FOR REIMBURSING A CONTRACTOR FOR TRAINING <ul style="list-style-type: none"> • IMPACT Pre-Service Training Payment - \$800.00 |
| INDIVIDUAL (1 to 1) IMPACT Training | 67b | THIS IS FOR REIMBURSING A CONTRACTOR FOR TRAINING <ul style="list-style-type: none"> • IMPACT Pre-Service Training Payment - \$500.00 |
| Continued Parent Development – | | CODE 68 is a reimbursement to the foster parent Reimbursement to Parent -Pay in SHINES as an Add on to the Foster Care Invoice |
| | 68a | <ul style="list-style-type: none"> • Continued Parent Development THIS IS NOT FOR ADOPTIVE FAMILIES |

UAS Code 531 (cont.)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|------|---|
| | 68b | <ul style="list-style-type: none"> • CPR and First Aid Training (pre and post approval) • Water Safety Services |
| | 68c | <ul style="list-style-type: none"> • Annual Adoptive and Foster Parent Conference Costs <p>THIS IS NOT FOR ADOPTIVE FAMILIES</p> |
| Recruitment Funding Information – | 84 | <p>Foster Parent promotion, recruitment and retention activities could include, but are not limited to; (Maximum of \$2000 per state fiscal year per Region unless a waived by the Foster Care Services Director.)</p> <p>Payments are to be made to the provider Will not be processed in SHINES Service Authorizations will not be done, but a Purchase Order is required</p> |
| | 84a | \$125 - Booth Rental/Registration Fees |
| | 84b | \$500 – Printing (photos, signs or paper items such as flyers, inserts or posters) per campaign or event |
| | 84c | \$125 - Event Decoration and Supplies |
| | 84d | \$300 – Foster Parent Recruitment Event Site Rental |
| | 84e | Drug Screens |
| | 84f | Physicals |
| | 84g | Lab Test |
| | 84h | CPR and First Aid |
| | 84i | Fingerprinting payable to GBI (Live Scan) – PO is required |

109.532 UAS Code - 532

PROGRAM NAME – APS Emergency Relocation, Effective 7/1/1999

PROGRAM PURPOSE - The APS Emergency Relocation Program is designed to be a resource to aid victims of Adult Abuse, Neglect, or Exploitation (A/N/E) in Georgia. To be eligible for participation in this program, an elderly or disabled adult must be receiving services from the Division of Aging's Adult Protective Services unit and these funds are needed to remedy or prevent abuse, neglect or exploitation.

The purpose of this program is used to remove a client from a dangerous situation that may be temporary or permanent when the client may not be eligible for other available resources and/or who do not have sufficient monies/resources to pay for their own emergency need or care.

Funds from this program can be used to provide, but not limited to, the following necessities.

- Food
- Shelter, Personal Care Homes, Motels/Hotels
- Clothing
- Personal Items
- Medical/Vision/Dental Services
- Prescriptions, medications, medical supplies
- Adaptive equipment for the disabled (limited)
- Transportation and moving expenditures (limited)
- Other possible usages could be for Vermin infestations, but must be medically related, weather radios, minor home repairs that represent a safety risk to the client
- Overdue bills for rent, power bills, gas bill or water bill (payments with ERF cannot exceed 2 consecutive months)

COSTAR REPORTING: Reported client is the adult. Clients should be counted in every entitlement code for which the client receives services.

KEY PROGRAM AND ELIGIBILITY REQUIREMENTS

Client eligibility is determined based on the following criteria,

- Be receiving APS services and who is elderly, disabled (18 or older) and who is the subject of abuse, neglect, or exploitation
- Need relocation/change from dangerous situation for safety or risk reduction
- Client deemed in danger if services are not made available
- Community resources cannot be mobilized in a timely manner or are insufficient to protect the health and safety of the client
- Client does not have necessary resources to purchase needed services or goods

109.532 UAS Code – 532 (cont)

Based on the criteria above, the client may receive up to **\$600.00** in benefits if they remain in their current location or **\$1,000.00** in benefits if they have to be physically relocated. Approval by an APS supervisor for all benefits up to \$1,000 is required.

Expenditures over \$1000 up to \$3000 maximum per 12 month period may be requested by the APS Supervisor for approval by their District Managers.

A waiver for expenditures that will exceed \$3,000.00 for a client may be granted, but must be approved by one of the following, **Bryan Hay, APS Field Operations Manager or Barbara Pastirik, APS Section Director.**

The office of Public Guardianship (PGO) may also on occasion send request for ERF funds. If you have any questions, you can contact, Carleton Coleman, Field Operations Manager at 706-565-2680. The invoices may come in from a caseworker and their supervisor but should always have one of the following signing off as the approving authority, Sonya Walker, Deanna Mosley, Angie Tompkins or Carleton Coleman.

NOTE: The approved waiver should be attached to the check request sent to regional accounting.

These funds are available for 12 months from the time the first ERF payment request is approved.

PAYMENTS REQUIREMENTS:

Case Manager should request a Purchase Order as appropriate according to state policy.

APS Case Manager completes the APS Emergency Relocation Fund approval Form (APS ERF Form #1). APS Case Manager and/or Supervisor should approve the form for processing.

The APS ERF Form is completed per individual request and all original receipts and original invoices must be attached. Payments are NOT to be made to the client or DHS staff, but directly to the vendor.

APS workers will send all payment request/authorization directly to their respective regional accounting office for processing.

ALLOWABLE ENTITLEMENT CODES

| CODE | DESCRIPTION | | SPECIFIC SERVICE REQUIREMENTS |
|------|-------------------------|--|---|
| 03 | Emergency Shelter Costs | | <ul style="list-style-type: none"> Relocation to Personal Care Home/Long-Term Care Facility Other Emergency Shelter Options such as short term housing in non-Long Term Care Facilities |

UAS Code 532 (continued)

ALLOWABLE ENTITLEMENT CODES

| CODE | DESCRIPTION | | SPECIFIC SERVICE REQUIREMENTS |
|------|---|--|--|
| 14 | Emergency Food, Clothing/Personal Needs/Utilities | | <ul style="list-style-type: none"> • Food (nothing edible in home, client has special dietary needs or food supplements) or Meals (short term) • Clothing & Personal Items - clean, well fitted clothes and shoes, necessary toiletries (soap, toilet paper), and other essentials (towel, sheet, blanket) • Utilities for Electric, Gas and Water - one-time deposits for new service or reconnection (no more than 2 months delinquent), and repairs to household appliances (stoves, refrigerators) |
| 15 | Emergency Medical Needs | | <ul style="list-style-type: none"> • Medical, vision, and dental services to meet immediate health/safety concerns due to lack of funds or insurance • Prescriptions or non-prescription medications needed by client due to lack of funds, insurance, or co-payment • Medical supplies/adaptive equipment needed by client to meet basic health or safety needs – help with the purchase, rental, or repair of equipment or supplies such as, but not limited to: glasses, dentures, hearing aids and batteries, bath aids, prosthetic devices, chucks, adult briefs/Depends, cane, walker, portable toilet, air mattress, disposable medical supplies |

UAS Code 532 (continued)

ALLOWABLE ENTITLEMENT CODES

| CODE | DESCRIPTION | | SPECIFIC SERVICE REQUIREMENTS |
|------|-----------------------|--|--|
| 18 | Other Emergency Needs | | <ul style="list-style-type: none"> • Transportation to move client to a healthy and safe placement, or to transport the client to necessary services • Moving expenses • Environmental needs related to living situation which may include needs such as pest extermination (roaches, ants, rodents, fleas, spiders, etc.), and heavy cleaning that has to be done to restore a safe environment and/or establish services to ensure health and safety • Translator services required to communicate with caseworker for investigation/assessment and planning. Need to investigate the use of DHS Employees or LEPSI services first. • Natural Disasters such as ice storm, heat waves, tornadoes, or floods to relocate them from a dangerous situation. |

109.51 UAS Program – 551 EI (CONTRACT REQUIRED FOR ALL SERVICES)

PROGRAM NAME - Early Intervention and Preventive Services (FAMILY PRESERVATION, SCREEN OUTS AND UNSUBSTANTIATED REPORTS)

REFERENCES: CPS Services Manual: Section 2107.5

PROGRAM PURPOSE – This program is designed to provide Community-Based Prevention and Early Intervention activities to afford children a safe, stable and supportive family setting by promoting the well being of the family. Services are designed to build on and increase the strength and stability of families, increase parent confidence and competence in their parenting abilities and enhance family functioning to prevent child abuse and neglect.

COSTAR REPORTING – Reported client is the head of the family unit and children remain in the home.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Families eligible for these services are in order of priority: 1) families in which abuse or neglect has been substantiated, but there has been a determination that there is low risk for a repeat incident; and 2) families for which abuse and/or neglect has been screened out or unsubstantiated. Services to priority 2 families would be voluntary in nature.

PAYMENT REQUIREMENTS

A contract is required. Vendors must send by the 10th of each month the Early Intervention and Preventive Services Invoice, attach a copy of the SHINES generated Service Authorization, and the Travel/Mileage Logs to the County DFCS offices. Case Managers will review for completeness and accuracy and forward to the designated DFCS approving authority for signature.

LIMIT \$500.00 per family, excluding mileage

WAIVERS: It is the caseworker's responsibility to request a waiver from the Regional Directors for "Additional funds or extensions of timeframes for Early Intervention" if it is within budget allocations. A copy of the regional directors, on DFCS letterhead, waiver approval will need to be attached to all invoices submitted to the regional accounting office for payment.

ALLOWABLE ENTITLEMENT CODES

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|------|--|
| Prevention/Early Intervention Services [CONTRACT REQUIRED] | 79 | This program provides Community-Based Prevention and Early Intervention activities to afford children a safe, stable and supportive family setting by promoting the well being of the family. The contract should provide intensive home visitation services, case management and referral services. Max per family is \$500, excluding mileage |

UAS Code 551 (continued)

ALLOWABLE ENTITLEMENT CODES

| DESCRIPTION | COD E | SPECIFIC SERVICE REQUIREMENTS |
|---|-------|--|
| Prevention/Early Intervention Services [CONTRACT REQUIRED] | 79 | Max per family is \$500, excluding mileage This program provides Community-Based Prevention and Early Intervention activities to afford children a safe, stable and supportive family setting by promoting the well being of the family. The contract should provide intensive home visitation services, case management and referral services. |
| Home Visits | 79b | <ul style="list-style-type: none"> • \$35.00 per hour for purposeful home visits (max of 10 visits or case max of \$500) • Home visitation, case management and referral services needed to provide family with interventions and support to the community • Degreed Professional with a Bachelors in Human Services supervised by Master level staff. • Non-Degreed staff with a High School Diploma and 5 years of Human Service Experience supervised by a Masters level staff |
| Case Management Fee | 79c | <ul style="list-style-type: none"> • \$25.00/month • Justification required • Fee associated with primary service of Early Intervention |
| Travel reimbursement | 79d | <ul style="list-style-type: none"> • \$150.00 max travel reimbursement per family • Mileage will be excluded from the \$500 limit. • Mileage-Reimbursed at the State approved rate • Rate begins from the provider's residence or official business address, whichever is nearer to the destination point. <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Missed Appointments | 79f | <ul style="list-style-type: none"> • \$25.00 for missed appointment (max 1) for Early Intervention services • If client is not home or does not show for the appointment without 24 hour notice |

109.71 UAS Program – 571 HS (CONTRACT REQUIRED FOR ALL SERVICES)

PROGRAM NAME – Homestead (FAMILY PRESERVATION AND PERMANENCY CASES)

REFERENCES: Foster Care Services Manual: Fiscal, Section 1016.20
CPS Services Manual, Section 2107.29

PROGRAM PURPOSE – To assure safety for children with Family Preservation or Permanency cases that are at-risk of unnecessary foster care or ready for reunification by providing the following services:

- **Counseling and Relative/Non-Relative Assessment**
 - Intensive in-home counseling to maintain and stabilize a child's permanency
 - Prepare for the safe return of a child to caretaker from who removed
 - In-home or court ordered assessments to prevent unnecessary foster care placement
 - Expedite reunification
- **Family Visitation Services (Safe Care Augmented) (Up to a Max of \$3,000.00 per family)**
 - One-on-one parent skills education
 - Training
 - Support services in the home or in a community setting, with the goal of ensuring the health, safety and protection for children age newborn to five years, through the utilization of a DHS approved evidenced based curriculum

COSTAR REPORTING – Reported client is the head of the family unit. Count client in each entitlement code for which he/she receives services.

KEY PROGRAM AND ELIGIBILITY REQUIREMENTS – Families with an active Social Services case are eligible to receive Homestead, Relative/Non-Relative, and Family Visitation Services per fiscal year. All services are to be completed within 180 days.

PAYMENT REQUIREMENTS:

A contract is required. Vendors must send by the 10th of each month the Homestead Services Invoice; attach a copy of the SHINES generated Service Authorization, and the Travel/Mileage Logs to the County DFCS offices. Case Managers will review for completeness and accuracy and forward to the designated DFCS approving authority for signature.

WAIVERS: With an approved waiver from the Regional Directors, expenditures may exceed maximum amounts or granted extensions of timeframes if it is within budget allocations. A copy of the approved waiver must be attached to all invoices submitted to the regional accounting office for payment.

UAS Program 571 HS (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|--|
| Relative/Non-Relative Home Assessment | 29a | <ul style="list-style-type: none"> • \$350.00 per family unit • In-home or Court ordered assessment of relatives to prevent unnecessary foster care placement or expedite reunification with relatives for children in foster care. • This assessment is completed AFTER completion of the initial CCFA. |
| Relative/Non-Relative Assessment-Missed Appointments | 29b | <ul style="list-style-type: none"> • \$25.00 each for missed appointments (Max of 3) • Only to be paid if the Relative/Non-Relative Assessment is unable to be completed. |
| Relative/Non-Relative Mileage | 29d | <ul style="list-style-type: none"> • Mileage at the State approved Rate (Maximum \$400.00 per family) • Rate begins from the provider's residence or official business address, whichever is nearer to the destination point. <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Homestead Services -Missed Appointments | 61b | <ul style="list-style-type: none"> • \$25.00 each for missed appointments (Max of 3) • If client is not home or does not show for the appointment without 24 hour notice |
| Homestead Services Mileage | 61e | <ul style="list-style-type: none"> • Mileage at the State approved Rate (Maximum \$400.00 per family) • Rate begins from the provider's residence or official business address, whichever is nearer to the destination point. <p>NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Case Management | 61f | <ul style="list-style-type: none"> • \$25.00 a month • Case Management associated with a referred service. • Justification required |
| Family Therapy Counseling Licensed Professional | 61h | <ul style="list-style-type: none"> • \$65.00 per hour • Possession of a Master's or Doctoral degree and licensure from the Georgia Composite Board as a Psychologist, LCSW, LMFT, LPC, LMSW, LAMFT, LAPC. • Possession of Master's or Doctoral degree in a Human Services/ Social Services field under supervision for licensure by a licensed Psychologist, LCSW, LPC or LMFT in accordance with the Georgia Composite Board. |

UAS Program 571 HS (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|---|
| Behavior Aid Services | 61i | <ul style="list-style-type: none"> • \$35.00 per hour • Services to support families in managing child behaviors that are unruly or volatile. Service should primarily include one-on-one interaction with the identified child to teach and model appropriate behaviors. |
| One Time 24-Hour Crisis Intervention | 62 | |
| Crisis Intervention Licensed Professional | 62a | <ul style="list-style-type: none"> • \$65.00 per hour • A disruption or breakdown in a person's or family's normal or usual pattern of functioning. A crisis cannot be resolved by a person's customary problem-solving resources/skills. • Services Cannot Exceed 5 Days |
| Crisis Intervention Master's | 62b | <ul style="list-style-type: none"> • \$45.00 per hour • Services Cannot Exceed 5 Days |
| Crisis Intervention Degreed/Non-Degreed | 62c | <ul style="list-style-type: none"> • \$35.00 per hour • Services Cannot Exceed 5 Days |
| Family Visitation Services | | <p>Deliver home visiting services to at-risk families with at least one child in the home who is between the ages of 0-5, by utilizing a DHS approved evidenced based curriculum. Services are delivered in the home or in a community setting for 1-20 weeks by conducting one to two weekly training sessions. Sessions last 1 ½ - 2 hours each and address the following areas:</p> <ul style="list-style-type: none"> • Child Health • Home Safety • Parent-Infant or Parent-Child Interaction • Up to \$3,000.00 maximum per FAMILY |

UAS Program 571 (CONTRACT REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|---|
| Family Visitation Services - Initial Home Visit – “Family Engagement” | 63a | <p>Initial Family Engagement - \$100 (up to 2 hours @ \$50 per hour)</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Conduct Initial home visit and interview the family • Complete all “Engagement” paperwork and obtain signatures as required for participation • Communicate with DFCS within 48 hours of initial home visit via email and attach the following “Engagement” paperwork: Family Session Summary Community Referral Form Case Management Notes • Report unsafe conditions to county DFCS office within 24 hours of observations. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p> |
| Family Visitation Services - Supplies | 63b | <p>Family Visitation Services Supplies - \$30.00</p> <p>Includes but is not limited to:</p> <p>Items to be used for demonstrations</p> <ul style="list-style-type: none"> • Safety latches • Thermometers • Baby dolls • Choke test tube, etc. <p>*Visit www.nstrc.org for a complete listing of supplies required for the Home Visitor Training Kit.</p> |

UAS Program 571 (CONTRACT REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|------------|---|
| <p>Family Visitation Services -</p> <p>Home Visits/ Training Sessions</p> | 63d | <p>Home Visit Sessions (Max 18, 1.50 hour sessions @ \$50.00 per hour =\$75 for one session, MAX of \$1350.00)</p> <p>Training includes but is not limited to:</p> <ul style="list-style-type: none"> • Home Visits - <ul style="list-style-type: none"> ○ Conduct training session ○ Complete all required paperwork and obtain signatures ○ Complete case management notes ○ Record session and submit audio file as required • Maintain family case record containing all training paperwork • Ensure completion of Parent Satisfaction Survey, when appropriate. Seal and mail survey as required • Report unsafe conditions to county DFCS office within 24 hours of observation. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p> |

UAS Program 571 (CONTRACT REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|---|
| Family Visitation Services - Program Completion Follow-up | 63f | <p>One 90 day safety check follow-up, post program completion - \$100.00</p> <p>Follow-up includes but is not limited to:</p> <ul style="list-style-type: none"> • A family interview • Completion of session #6 on all 3 modules • Completion of Family Session Summary • Completion of Needs Assessment • Completion of Community Resource Referral • Completion of Case Management Notes • Completion and submission of Parent Satisfaction Survey • Report unsafe conditions to county DFCS office within 24 hours of observation. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p> <p>*Otherwise, report all findings & recommendations to DFCS via email within 5 days of follow-up home visit</p> |
| Family Visitation Services – Missed Home Visits | 63h | <p>(Maximum of 3 per family at \$25 each = \$75 Total) The home visitor must notify the DFCS SSCM via email regarding all missed visits, within 24 hours of cancellation</p> <p>1. Home visitor should avoid cancelling home visits. Home visitor must call the confirm visit 24 hours prior to scheduled visit, and at least 2/3 hours prior to visit on day of visit as a reminder and to avoid missed visits.</p> <p>Three missed visits require DFCS notification. Communicate with DFCS SSCM, case staffing is required</p> |
| Family Visitation Services- Family Team Meetings and/or Case Staffing | 63i | <p>Family Team Meetings and/or Case Staffing (Maximum of 5 hours at \$30.00 per hour = \$150.00)</p> <ul style="list-style-type: none"> • Participate in Family Team Meetings and Case Staffing • FTM Attendance must be verified by DFCS staff |

ALLOWABLE ENTITLEMENT CODES

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|---|
| Family Visitation Services – Home Visits Mileage | 63j | Mileage for Home Visits - \$400 Max To be reimbursed at the state mileage rate Rate begins from the provider's residence or official business address, whichever is nearer to the destination point. (This includes the Home Visits) NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point) |
| Family Visitation Services – Initial Referral | 63k | Initial Referral - \$75.00 This one-time fee is to pay for processing the initial referral. This fee is reimbursable whether or not the family follows through with services <ul style="list-style-type: none"> • Upon receipt of the Referral and Service Authorization, notify DFCS of intent to Accept or Deny the referral, within 48 hours • At least 3 attempts should be made to complete initial contact. Document each attempt on page 2 of the Initial Referral Form • Upon contact, schedule the Initial home visit within 5 days • Annotate the date of the Initial home visit on page 2, of the Initial Referral Form and return the completed form to DFCS within 48 hours after initial contact |
| Family Visitation Services – Printing Training Material | 63l | Printing Training Material - \$45.00 FVS/SC – (Maximum of 1 per family) – Printed Training Material includes: <ul style="list-style-type: none"> • Parent Forms • Parenting Perspectives • Health Manual • Safety Hazard Definitions • Poison Plant Guide • SIDS Handout • Co-Sleeping Handout • Miscellaneous items |

UAS Program 571 (CONTRACT REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|--|
| Family Visitation Services – Attendance at Court Hearings/Testimony Degreed | 63m | Attendance at Court Hearings/Testimony – (Maximum of 5 hours at \$30.00 per hour = \$150.00) <ul style="list-style-type: none"> Participation in court is authorized and reimbursable when the home visitor receives a subpoena Attach subpoena supporting documentation to Invoice for reimbursement |
| Family Visitation Services – Monthly Coach Support via Teleconference | 63n | Quality Assurance – PER CASE REVIEW, ONLY WHEN CASE IS REQUESTED FOR FIDELITY MONITORING (Maximum of 5 per family, 1 hour each at \$30.00 per hour = \$150.00) <ul style="list-style-type: none"> When notified by GSU/NSTRC Coach, the home visitor will submit requested documentation and audio recordings for monthly fidelity monitoring session and participate in coach call for feedback and corrective action. Attach documentation to your invoice from NSTRC to support Fidelity Monitoring conducted on family during month |
| Family Visitation Services – Coach Site Visits – Case Review | 63o | FVS/SC Coach Site Visit Case Reviews – (Maximum of 2 hours each visit, twice a year, for 4 hours total at \$25.00 per hour = \$100.00) ONLY when notified by GSU/NSTRC Coach, the home visitor will participate in the on-site reviews to discuss programmatic changes, training outlines, policy, procedures and protocol |
| Family Visitation Services – Mileage for Attending and Participating in FTM, Case Staffing, Visitation and/or Court Hearings | 63p | Mileage for Attending and Participating in FTM, Case Staffing and/or Court Hearing (Maximum of \$275.00) – Reimbursed for at state mileage rate. Rate begins from the provider's residence or official business address, whichever is nearer to the destination point. (Mileage Expense Forms and subpoena and other supporting documentation must be attached to the invoice for reimbursement) NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point) |

109.73 UAS Code – 573 PA (CONTRACT REQUIRED FOR ALL SERVICES)**PROGRAM NAME – Parent Aide Services (FAMILY PRESERVATION AND PERMANENCY CASES)**

REFERENCES: Foster Care Services Manual: Fiscal, Section 1016.29
FP Service Manual, Chapter 2107.12, CPS Services Manual: Section 2107.5

PROGRAM PURPOSE- This program is designed to provide Community–Based Prevention activities to afford children a safe, stable and supportive family setting by promoting the well being of the family. Services include parenting education and training, and are designed to build on and increase the strength and stability of families, increase parent confidence and competence in their parenting abilities, and enhance family functioning to prevent child abuse and neglect.

Parent Aide Services (Maximum \$3000.00 per family)

- Behavioral Management
- Budgeting Skills
- Communication Skills
- Environmental Safety
- **Family Visitation (Safe Care Augmented) (Up to Maximum \$3,000.00 per family)**
 - One-on-One parent skills education
 - Training
 - Support services (in-home or in a community setting), with the goal of ensuring the health, safety and protection for **children age newborn to five years** through the utilization of a DHS approved evidenced based curriculum

The goal of the program is ensuring the safety, well-being, and permanency of children.

COSTAR REPORTING – Reported client is the head of the family unit and children remain in the home.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Families with an active Social Services case are eligible to receive Parent Aide and Family Visitation Services per fiscal year. All services are to be completed within 180 days (unless this requirement is waived by the DFCS). Order of Priority is as follows:

1. Families in which abuse or neglect has been substantiated, but there has been a determination that there is low risk for a repeat incidence
2. Families for which abuse and/or neglect has been screened out or unsubstantiated. Services to priority 2 families would be voluntary in nature.

PAYMENT REQUIREMENTS:

A contract is required. Vendors must send by the 10th of each month the Parent Aide Services/Early Intervention and Preventive Services Invoice, attach a copy of the SHINES generated Service Authorization, and the Travel/Mileage Logs to the County DFCS offices. Case Managers will review for completeness and accuracy and forward to the designated DFCS approving authority for signature.

WAIVERS: It is the caseworker's responsibility to request a waiver from the Regional Directors for "additional funds or extensions of time frames for Early Intervention" if it is within budget allocations. A copy of the regional directors, on DFCS letterhead, waiver approval will need to be attached to all invoices submitted to the regional accounting office for payment.

UAS Program 573 PA (CONTRACT REQUIRED FOR ALL SERVICES) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|---|
| Family Visitation Services | | <p>Deliver home visiting services to at-risk families with at least one child in the home who is between the ages of 0-5, by utilizing a DHS approved evidenced based curriculum. Services are delivered in the home or in a community setting for 1-20 weeks by conducting one to two weekly training sessions. Sessions last 1 ½ - 2 hours each and address the following areas:</p> <ul style="list-style-type: none"> • Child Health • Home Safety • Parent-Infant or Parent-Child Interaction • Up to \$3,000.00 maximum per FAMILY |
| <p>Family Visitation Services -</p> <p>Initial Home Visit – “Family Engagement”</p> | 63a | <p>Initial Family Engagement - \$100 (up to 2 hours @ \$50 per hour)</p> <p>Includes but is not limited to:</p> <ul style="list-style-type: none"> • Conduct Initial home visit and interview the family • Complete all “Engagement” paperwork and obtain signatures as required for participation • Communicate with DFCS within 48 hours of initial home visit via email and attach the following “Engagement” paperwork: Family Session Summary Community Referral Form Case Management Notes • Report unsafe conditions to county DFCS office within 24 hours of observations. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p> |
| <p>Family Visitation Services -</p> <p>Supplies</p> | 63b | <p>Family Visitation Services Supplies - \$30.00</p> <p>Includes but is not limited to:</p> <p>Items to be used for demonstrations</p> <ul style="list-style-type: none"> • Safety latches • Thermometers • Baby dolls • Choke test tube, etc. <p>*Visit www.nstrc.org for a complete listing of supplies required for the Home Visitor Training Kit.</p> |

UAS Program 573 (CONTRACT REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|--|
| Family Visitation Services - Home Visits/ Training Sessions | 63d | <p>Home Visit Sessions (Max 18, 1.50 hour sessions @ \$50.00 per hour = \$75 for one session, MAX of \$1350.00)</p> <p>Training includes but is not limited to:</p> <ul style="list-style-type: none"> • Home Visits - <ul style="list-style-type: none"> ○ Conduct training session ○ Complete all required paperwork and obtain signatures ○ Complete case management notes ○ Record session and submit audio file as required • Maintain family case record containing all training paperwork • Ensure completion of Parent Satisfaction Survey, when appropriate. Seal and mail survey as required • Report unsafe conditions to county DFCS office within 24 hours of observation. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p> |
| Family Visitation Services - Program Completion Follow-up | 63f | <p>One 90 day safety check follow-up, post program completion - \$100.00</p> <p>Follow-up includes but is not limited to:</p> <ul style="list-style-type: none"> • A family interview • Completion of session #6 on all 3 modules • Completion of Family Session Summary • Completion of Needs Assessment • Completion of Community Resource Referral • Completion of Case Management Notes • Completion and submission of Parent Satisfaction Survey • Report unsafe conditions to county DFCS office within 24 hours of observation. Unsafe conditions must be staffed with DFCS case manager and supervisor to determine appropriate course of action <p>Notify county DFCS office within 24 hours if family is not compliant or if the family misses a total of three (3) Home Visits for any reason. Case must be staffed with DFCS supervisor and case manager after the third missed home visit</p> <p>*Otherwise, report all findings & recommendations to DFCS via email within 5 days of follow-up home visit</p> |

UAS Program 573 (CONTRACT REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|---|
| Family Visitation Services – Missed Home Visits | 63h | <p>(Maximum of 3 per family at \$25 each = \$75 Total) The home visitor must notify the DFCS SSCM via email regarding all missed visits, within 24 hours of cancellation</p> <p>2. Home visitor should avoid cancelling home visits. Home visitor must call the confirm visit 24 hours prior to scheduled visit, and at least 2/3 hours prior to visit on day of visit as a reminder and to avoid missed visits.</p> <p>Three missed visits require DFCS notification. Communicate with DFCS SSCM, case staffing is required</p> |
| Family Visitation Services- Family Team Meetings and/or Case Staffing | 63i | <p>Family Team Meetings and/or Case Staffing (Maximum of 5 hours at \$30.00 per hour = \$150.00)</p> <ul style="list-style-type: none"> Participate in Family Team Meetings and Case Staffing FTM Attendance must be verified by DFCS staff |
| Family Visitation Services – Home Visits Mileage | 63j | <p>Mileage for Home Visits - \$400 Max To be reimbursed at the state mileage rate Rate begins from the provider's residence or official business address, whichever is nearer to the destination point. (This includes the Home Visits) NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point)</p> |
| Family Visitation Services – Initial Referral | 63k | <p>Initial Referral - \$75.00</p> <p>This one-time fee is to pay for processing the initial referral. This fee is reimbursable whether or not the family follows through with services</p> <ul style="list-style-type: none"> Upon receipt of the Referral and Service Authorization, notify DFCS of intent to Accept or Deny the referral, within 48 hours At least 3 attempts should be made to complete initial contact. Document each attempt on page 2 of the Initial Referral Form Upon contact, schedule the Initial home visit within 5 days Annotate the date of the Initial home visit on page 2, of the Initial Referral Form and return the completed form to DFCS within 48 hours after initial contact |

UAS Program 573 (CONTRACT REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-------------|---|
| Family Visitation Services – Printing Training Material | 63l | Printing Training Material - \$45.00 FVS/SC – (Maximum of 1 per family) – Printed Training Material includes: <ul style="list-style-type: none"> • Parent Forms • Parenting Perspectives • Health Manual • Safety Hazard Definitions • Poison Plant Guide • SIDS Handout • Co-Sleeping Handout • Miscellaneous items |
| Family Visitation Services – Attendance at Court Hearings/Testimony Degreed | 63m | Attendance at Court Hearings/Testimony – (Maximum of 5 hours at \$30.00 per hour = \$150.00) <ul style="list-style-type: none"> • Participation in court is authorized and reimbursable when the home visitor receives a subpoena Attach subpoena supporting documentation to Invoice for reimbursement |
| Family Visitation Services – Monthly Coach Support via Teleconference | 63n | Quality Assurance – PER CASE REVIEW, ONLY WHEN CASE IS REQUESTED FOR FIDELITY MONITORING (Maximum of 5 per family, 1 hour each at \$30.00 per hour = \$150.00) <ul style="list-style-type: none"> • When notified by GSU/NSTRC Coach, the home visitor will submit requested documentation and audio recordings for monthly fidelity monitoring session and participate in coach call for feedback and corrective action. Attach documentation to your invoice from NSTRC to support Fidelity Monitoring conducted on family during month |
| Family Visitation Services – Coach Site Visits – Case Review | 63o | FVS/SC Coach Site Visit Case Reviews – (Maximum of 2 hours each visit, twice a year, for 4 hours total at \$25.00 per hour = \$100.00) <p>ONLY when notified by GSU/NSTRC Coach, the home visitor will participate in the on-site reviews to discuss programmatic changes, training outlines, policy, procedures and protocol</p> |

UAS Program 573 (CONTRACT REQUIRED) continued**ALLOWABLE ENTITLEMENT CODES**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---|-------------|--|
| Family Visitation Services – Mileage for Attending and Participating in FTM, Case Staffing, Visitation and/or Court Hearings | 63p | Mileage for Attending and Participating in FTM, Case Staffing and/or Court Hearing (Maximum of \$275.00) – Reimbursed for at state mileage rate. Rate begins from the provider's residence or official business address, whichever is nearer to the destination point. (Mileage Expense Forms and subpoena and other supporting documentation must be attached to the invoice for reimbursement) NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point) |
| Printed Material | 72b | <ul style="list-style-type: none"> • \$40.00 (One-Time) • Parenting skills |
| Case Management | 72c | <ul style="list-style-type: none"> • \$25.00 per month • Case management activities and case staffing associated with the referred service • Justification required |
| Missed Visits | 72d | <ul style="list-style-type: none"> • \$25/visit (Max 3) • If client is not home or does not show for an appointment |
| Mileage | 72e | <ul style="list-style-type: none"> • Maximum \$400.00 • State approved rate NOTE: A physical address for mileage must be logged for every origin (start point) and destination (end point) |
| Child Care Cost | 72f | <ul style="list-style-type: none"> • \$150 per child (one-time fee per child) • Provide child care services to parents participating in your Group Parenting classes • Attendance sheets required |
| Group Parenting Class | 72g | <ul style="list-style-type: none"> • \$350 per adult (one-time fee per adult) • Provider must provide a minimum of 10 Hours of group parenting • Attendance sheets are required |
| Home Visit | 72i | <ul style="list-style-type: none"> • \$35 per hour • Behavioral Management (non-therapeutic) • Budgeting Skills • Communication Skills • Environmental Safety |

109.698 UAS Program 698**PROGRAM NAME – Disaster Benefits (Client Related)****Program Purpose**

These programs are designed to provide immediate and long term assistance to individuals and families following a State or Federal declared disaster. A majority of these services will be made available following a disaster and can be accessed once a Disaster Service Center (DRC) has been opened in conjunction with a State and Federal declared disaster.

Background History

In 1950, Congress passed the Federal Disaster Relief Act (Public Law 81-875), authorizing the President to provide supplementary Federal assistance when a Governor requested help and the President approved the request by declaring a major disaster. Federal disaster assistance would “supplement the efforts and available resources of the State and local governments.” In other words, the act made it clear that the Federal government would not function as the first-line provider of emergency assistance and disaster response and recovery. It would *support* State and local governments—not *supplant* them.

Today, the Robert T. Stafford Act gives the Federal government its authority to provide response and recovery assistance in a major disaster. The Stafford Act identifies and defines the types of occurrences and conditions under which disaster assistance may be provided. Under the law, the declaration process remains a flexible tool for providing relief where it is needed.

Disaster Services

In many disasters, individuals, families, and small businesses suffer the most devastating damage. The following Federal programs could be made available to assist them.

1. Providing Food to Affected Individuals and Families

- a. The Food and Nutrition Service is an agency within the U.S. Department of Agriculture (USDA) that oversees two major disaster assistance programs:
 - i. Food coupons
 - ii. Food commodities.
- b. Assistance in purchasing food is available through the Disaster Food Stamp. Program.
- c. After national-level approval by the Food and Nutrition Service of the USDA, the responsible State and/or local social services agency would provide disaster food stamps to eligible households, who would apply through the local social services office.

2. Disaster Housing Assistance

- a. The Federal government can make funds available to restore homes to a safe, sanitary, and functional condition.
- b. Homeowners must prove they owned and occupied the home at the time of the damage and that damage was disaster-related.
- c. The Disaster Housing Program can provide funds to be used in renting a place to live.
- d. Renters must prove that they lived in the disaster damaged house.
- e. Homeowners or renters who can prove they suffered financial hardship as a result of the disaster and cannot pay their rent or mortgage may also qualify for financial help to make those payments.

3. Disaster Loans for Individuals and Businesses

- a. Disaster victims whose property is damaged or destroyed by a disaster may be able to receive a loan from the Federal government to help with repairs. Even without a Presidential declaration of disaster, the Small Business Administration (SBA) may provide disaster assistance in the form of low interest loans to qualified individuals and businesses.
- b. To receive an SBA loan, applicants must demonstrate their ability to repay the loan. Disaster loans may be made available to homeowners to repair or replace homes or personal property.
- c. Renters also may be eligible for loans to repair or replace personal property damaged by the disaster.

4. Housing Assistance

- a. The Federal government can make funds available to homeowners and renters for one or more of the following types of housing assistance:
 - i. Rental Assistance
 - ii. Repair Assistance
 - iii. Replacement Assistance
 - iv. Permanent Housing Construction

5. Other Needs Assistance

- a. Is a FEMA/State cooperative venture that assists disaster victims with disaster-related serious needs and necessary expenses that have no other source of government, private, or insurance assistance available. Assistance is provided for various personal property losses when the applicant has been denied by SBA for a disaster assistance loan or provided a loan insufficient to cover the disaster-related losses.
- b. Covered items are
 - i. Household items, furnishings, and appliances.
 - ii. Clothing.
 - iii. Tools or specialized clothing and equipment required by an employer.
 - iv. Moving and storage of personal items to prevent further damage.
 - v. Privately owned vehicles.
 - vi. Flood insurance coverage for a 3-year period.

6. Assistance for Farmers and Ranchers

- a. Agencies of the U.S. Department of Agriculture can give assistance to farmers and ranchers even without a major disaster declaration by the President. The Farm Service Agency (FSA) Emergency Conservation Program (ECP) helps fund repair of fencing, debris removal, or restoration of damaged land by grading and shaping. During a drought, ECP also provides emergency water assistance, both for livestock and for existing irrigation systems for orchards and vineyards.
- b. The FSA also can make emergency management (EM) loans in counties included in a Presidential disaster declaration or by the Secretary of Agriculture as disaster area or quarantine area.
- c. EM loans may be made to farmers and ranchers who:
 - i. own or operate land in a designated disaster area
 - ii. are established family farm operators with sufficient farming and ranching experience
 - iii. are citizens or permanent residents of the U.S.
 - iv. have suffered at least a 30% loss in crop production or a physical loss to livestock and livestock products, real estate, or chattel property
 - v. have an acceptable credit history
 - vi. are unable to receive credit from commercial sources
 - vii. Provide collateral to secure the loan, and have repayment ability.

7. Disaster Unemployment Assistance

- a. The Disaster Unemployment Assistance (DUA) program provides unemployment benefits and reemployment services to individuals who have become unemployed because of major disasters and who are not eligible for other unemployment compensation programs.
- b. All unemployed individuals must register with the State's employment services office before they can receive DUA benefits.

8. Internal Revenue Service (IRS) Counseling Services

- a. The IRS provides counseling on how to prepare or amend returns to include casualty loss deductions. Certain casualty losses may be deducted on Federal income tax returns through an immediate amendment to the previous year's return.

9. Legal Services

- a. Low-income individuals who need legal assistance due to a disaster may be eligible for free legal consultation and services.
- b. This type of assistance may be provided by the Young Lawyers Division of the American Bar Association, the State Bar Association, or the State's Attorney.

10. Social Security Benefits

- a. The Social Security Administration (SSA) does not offer special disaster benefits. However, in a disaster, it is important that those who depend on Social Security checks continue to receive them, even though they may be displaced from their homes.

11. Assistance to Veterans

- a. Medical assistance.
- b. Burial assistance.
- c. Priority in acquiring VA-owned properties if you are displaced in a disaster.
- d. Health care supplies and equipment, drugs, medicine, and other medical items.
- e. Temporary use of housing units owned by the VA.

12. Crisis Counseling

- a. Immediate services program:
 - i. Provides screening, diagnostic, and counseling techniques, as well as outreach services
- b. Regular services program
 - i. Provides funding for crisis counseling, community outreach, and consultation and education services to assist people affected by the disaster up to 9 months from the date of the declaration.

13. Cora Brown Fund

- a. This fund is used to assist victims/survivors in presidentially declared disasters with disaster related needs not met elsewhere.
- b. Potential recipients do not need to apply for this assistance; rather, they are identified by FEMA representatives with assistance from other Federal, State, local, and voluntary relief agencies. Assistance that can be provided by the Cora Brown Fund includes:
 - i. disaster-related home repair and rebuilding,
 - ii. health and safety measures,
 - iii. assistance to self-employed persons (with no employees) to reestablish their businesses,
 - iv. and other services which alleviate human suffering and promote well being of disaster victims

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|-----------------------------|-----------|---|
| Disaster Emergency Benefits | 41 | Refer to specific instructions as provided from state management for each individual disaster event |

109.873 UAS Code – 873 (New January 2005)

PROGRAM NAME - Promoting Safe and Stable Families (PSSF) Program – Cash Match Family Preservation and Support Services

NOTE: FISCAL YEAR SPENDING PERIOD FOR THESE FEDERAL FUNDS IS OCTOBER 1ST THROUGH SEPTEMBER 30TH. FINAL EXPENDITURES MUST BE PAID ON OR BEFORE SEPTEMBER 15TH.

PROGRAM PURPOSE - PSSF Family Preservation services are provided to families that have or have had DFCS involvement because of child abuse or neglect, child or parent behavioral challenges, or serious parent-child conflict. Provision of these services grows out of the recognition that the unnecessary separation of children from their families is traumatic, often leaving lasting negative effects. Families at-risk or in-crisis can be preserved and children safely maintained in their homes when families receive intensive support and therapeutic services to improve family functioning and stability. Services are family-focused and are designed to maintain children safely in their homes, prevent the unnecessary separation of families, and are offered as a safe alternative to out-of-home placement.

Providers of **PSSF Family Preservation** services are required to coordinate services with DFCS and other agencies including mental health, substance abuse, education, child care, and employment services to provide families a comprehensive continuum of community-based supports, interventions and follow-up services responsive to individual and family needs. Services may be offered to families referred by DFCS, juvenile or family court, who are in crisis or at-risk of having a child removed from their home.

PSSF Family Preservation services may also be provided to support family's post-reunification to help prevent placement disruption.

FPS – STR (873-B) INFORMATION

Substance Abuse Treatment and Recovery Support services provide substance abuse treatment and support services to parents with a child custody or deprivation case where substance abuse treatment, random substance abuse drug screenings and sustained abstinence are required to prevent abandonment and/or maltreatment, removal of the child from the home or as a condition for reunification. Services are community-based and should provide a full continuum of prevention, treatment intervention, and post-treatment support services to substance abusing women with young children and their families to facilitate the maintenance of safe and drug-free households. Service Duration is 3-12 months.

Referral sources include a variety of community-based sources including DFCS Family Support, Family Preservation, or Placement Services or Juvenile, Family or Drug Court.

UAS Code – 873 (continued)**FPS – Diversion Support Services (873-D) – NOT BEING USED IN FFY2014**

County DFCS Departments have responsibility for responding to reports of physical and sexual abuse, neglect and exploitation; for screening every report received and for assuring that a timely and appropriate response is initiated (O.C.G.A. 19-7-5). Diversion offers an alternative response to families when a CPS investigative or intervention response may not be appropriate or necessary to address family issues.

Diversion allows for an individualized, community-based response to protecting children and supporting families. The primary goal of this response to help prevent problematic family issues from escalating to the point of requiring CPS intervention by linking families with supports and services responsive to their individual needs. **PSSF Diversion Support Services (DSS)** offer voluntary, short-term, center and home-based support services, resource coordination and follow-up services to help vulnerable parents meet the challenges of parenthood without CPS intervention.

Requirement: All families referred for PSSF Diversion Support Services must be screened and referred by DFCS CPS.

FPS – RCS (873-G) INFORMATION

Relative Caregiver Support services offer a comprehensive array of support services to grandparents and relative caregivers that are the primary caregivers of children other than their own. Relatives are the preferred resource for children who must be removed from their birth parents because placement with relatives increases stability and safety as well as helps to maintain family connections and cultural traditions.

Services for relative caregivers, often grandparents, should take into account that kin are likely to be single, in poorer health, and financially less secure than non-relative caregivers, while children in their care are generally younger and often need special services. These families generally receive few economic supports and are less likely to be aware of services available to them. In addition, they may not have support from extended family, peers, or the community in general.

These services are designed to:

- Promote permanency and child well-being by supporting early and stable relative placements
- Prevent children from coming into or re-entering foster care by improving caretaker and family functioning
- Increase parenting knowledge and demonstrated ability of the caretaker to apply the skills learned and increase decision-making or problem-solving skills of the caretaker
- Increase access to and utilization of community-based supports and services.

Family mediation or counseling is also often needed to assist caregivers and birth parents in resolving conflicts, easing the difficulties of parenting a relative's child, and achieving a permanent plan for the child.

Service duration is 3-12 months.

UAS Code – 873 (continued)

Referral sources include a variety of community-based referral sources including DFCS Family Support or Family Preservation or Placement Services, and Juvenile Court

FPS – Placement Prévention Services (873-P)

Placement Prevention Services (PPS) offer short-term home- and/or center-based services to children and families with DFCS involvement where children are still in parental custody. These services are provided as a part of a family's safety and/or CPS case plan designed to safely maintain children in their homes and/or prevent unnecessary placement into foster care. Service duration is 6-9 months.

Referral sources include DFCS Family Preservation, DFCS Placement Services, Juvenile, Family or Drug Court

FPS – Crisis Intervention Services (873-I)

Crisis Intervention Services (CIS) are designed to support families in crisis where children are at imminent risk of placement. **Crisis Intervention Services** utilize a range of research-based and therapeutic interventions, including family counseling, and cognitive/behavioral therapy for biological, foster and adoptive families to help remove barriers to family stability and restore family functioning. Service duration is 3-6 months.

Referral sources include DFCS Family Preservation or Placement Services, Juvenile Court.

FPS – Residential Aftercare (873-R)

Residential After-Care (RAC) services support children and families reunifying from foster care. These include children returning home from temporary shelters, residential treatment or therapeutic foster home settings, and their families with an open Family Preservation or Placement case, prior to or post change in placement. After-care services are available to families 2-3 months pre-discharge and 6-9 months post-discharge, and are designed to sustain treatment outcomes and prevent placement disruption.

Referral sources include DFCS Family Preservation or Placement Services, Juvenile or Family Court.

COSTAR REPORTING – Reported client is either the head of the family unit or may be the child in care. **"Count each client or family once per program."**

UAS Code – 873 (continued)

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – PSSF Vendors have been approved and contracted through a statewide bid process. A contract for all approved vendors has been fully executed and is on file with the county department. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at www.pssfnet.com, on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Services may be offered to families referred by DFCS or directly by Juvenile or Family Court. Eligibility requirements differ by entitlement code.

UAS Code – 873 (continued)

ALLOWABLE ENTITLEMENT CODES

Substance Abuse Treatment – Entitlement Code begins with “B”

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|----------------------------------|-----------|---|
| Case Management/Svc Coordination | BC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Parent Education | BD | Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Child/Family Assessment | BF | Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum: <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------------|-----------|--|
| Childcare | BG | Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts. |
| Transportation | BH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Family Life Skills | BL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |
| Follow-up Services | BM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |
| Healthcare Screening/Services | BN | Healthcare screening or services for specific child or caregiver health-related problems (physical, mental or developmental) or for specific tests for service eligibility such as drug screens. |
| Home-Based Parent Education | BO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | BP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|----------------------------------|-----------|---|
| Mentoring/Tutoring | BR | Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models. Tutoring services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc. |
| Parent/Child Activities | BS | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |
| Substance Abuse Recovery Support | BW | Services provided to a family, individual or group to prevent relapse and continued use of controlled substances. |
| Substance Abuse Treatment | BX | Professional treatment plan developed and executed for the express purpose of rehabilitation of an individual who has a dependency on either drugs or alcohol. |
| Therapeutic Counseling | BZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |
| Other Emergency Support | 18 | This will include items such as: <ul style="list-style-type: none"> • Summer Youth Camp • Residential Support • Community-building Activities • Emergency Assistance • Housing Assistance |

UAS Code – 873 (continued)

Relative Caregiver Support/Recovery – Entitlement Code begins with “G”

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|----------------------------------|-------------|---|
| Case Management/Svc Coordination | GC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Parent Education | GD | Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Center-Based Support Group | GE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |
| Child/Family Assessment | GF | Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum: <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Childcare | GG | Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-----------|--|
| Transportation | GH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Effective Discipline/Behavior Management | GJ | A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline. |
| Family Life Skills | GL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |
| Follow-up Services | GM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |
| Healthcare Screening/Services | GN | Healthcare screening or services for specific child or caregiver health-related problems (physical, mental or developmental) or for specific tests for service eligibility such as drug screens. |
| Home-Based Parent Education | GO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | GP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|-------------------------|-----------|--|
| Mentoring/Tutoring | GR | Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models. Tutoring services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc |
| Parent/Child Activities | GS | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |
| Respite Care | GU | Period of relief provided to a caregiver (parent, foster parent, adoptive parent, and relative caregiver) with primary responsibility for intensive supervision or care of a child or family member. |
| Stress/Anger Management | GV | Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms. |
| Therapeutic Counseling | GZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |
| Other Emergency Support | 18 | This will include items such as: <ul style="list-style-type: none"> • Summer Youth Camp • Residential Support • Community-building Activities • Emergency Assistance • Housing Assistance |

UAS Code – 873 (continued)**Crisis Intervention Services – Entitlement Code begins with “I”**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--------------------------------------|-------------|---|
| Foster Care Support | IB | Services designed to support children in foster care and their families. Professional interventions and supportive services provided to foster parents or children in foster care to prevent placement disruption or to provide support in the transition of children out of the foster care system. Services may include but are not limited to, legal counseling, therapeutic counseling, support groups, mentoring, tutoring, effective discipline/behavior management, and information and referral services. |
| Case Management/Service Coordination | IC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Parent Education | ID | Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Center-Based Support Group | IE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-----------|--|
| Child/Family Assessment | IF | <p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Childcare | IG | Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts. |
| Transportation | IH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Crisis Intervention | II | Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family. |
| Effective Discipline/Behavior Management | IJ | A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------------|-----------|--|
| Family Conference/FTM | IK | Forums convened by DFCS as a component of diversion or family preservation cases to identify family resources, evaluate child and family progress, modify steps and services that are not effective, and address re-emergent concerns to facilitate achievement of case plan goals. Service provider participation in initial and periodic forums convened by DFCS to evaluate child and family progress, to modify steps and services that are not effective, and to address re-emergent concerns. |
| Family Life Skills | IL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |
| Follow-up Services | IM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |
| Home-Based Parent Education | IO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | IP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |
| Legal Advocacy/Services | IQ | Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings. |
| Parent/Child Activities | IS | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|-------------------------------------|-------------|---|
| Substance Abuse Recovery Support | IW | Services provided to a family, individual or group to prevent relapse and continued use of controlled substances. |
| Therapeutic Counseling | IZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |

UAS Code – 873 (continued)

Placement Prevention Services – Entitlement Code begins with “P”

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--------------------------------------|-----------|---|
| Case Management/Service Coordination | PC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Parent Education | PD | Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Center-Based Support Group | PE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |
| Child/Family Assessment | PF | Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum: <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Childcare | PG | Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-----------|--|
| Transportation | PH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Crisis Intervention | PI | Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family. |
| Effective Discipline/Behavior Management | PJ | A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline. |
| Family Conference/FTM | PK | Forums convened by DFCS as a component of diversion or family preservation cases to identify family resources, evaluate child and family progress, modify steps and services that are not effective, and address re-emergent concerns to facilitate achievement of case plan goals. Service provider participation in initial and periodic forums convened by DFCS to evaluate child and family progress, to modify steps and services that are not effective, and to address re-emergent concerns |
| Family Life Skills | PL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |
| Follow-up Services | PM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|----------------------------------|-----------|--|
| Healthcare Screening/Services | PN | Healthcare screening or services for specific child or caregiver health-related problems (physical, mental or developmental) or for specific tests for service eligibility such as drug screens. |
| Home-Based Parent Education | PO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | PP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |
| Legal Advocacy/Services | PQ | Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings. |
| Mentoring/Tutoring | PR | Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models. Tutoring services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc |
| Parent/Child Activities | PS | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |
| Respite Care | PU | Period of relief provided to a caregiver (parent, foster parent, adoptive parent, and relative caregiver) with primary responsibility for intensive supervision or care of a child or family member. |
| Stress/Anger Management | PV | Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms. |
| Substance Abuse Recovery Support | PW | Services provided to a family, individual or group to prevent relapse and continued use of controlled substances. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------|-----------|---|
| Substance Abuse Treatment | PX | Professional treatment plan developed and executed for the express purpose of rehabilitation of an individual who has a dependency on either drugs or alcohol. |
| Supervised Visitation | PY | Structured family interaction and enrichment activities conducted in neutral community-based settings for children in state custody and their families to facilitate permanency. |
| Therapeutic Counseling | PZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |
| Other Emergency Support | 18 | This will include items such as: <ul style="list-style-type: none"> • Summer Youth Camp • Residential Support • Community-building Activities • Emergency Assistance Housing Assistance |

Residential Aftercare – Entitlement Code begins with “R”

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--------------------------------------|-----------|--|
| Case Management/Service Coordination | RC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Parent Education | RD | Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Center-Based Support Group | RE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-----------|--|
| Child/Family Assessment | RF | <p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Transportation | RH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Crisis Intervention | RI | Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family. |
| Effective Discipline/Behavior Management | RJ | A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------------|-----------|---|
| Family Conference/FTM | RK | Forums convened by DFCS as a component of diversion or family preservation cases to identify family resources, evaluate child and family progress, modify steps and services that are not effective, and address re-emergent concerns to facilitate achievement of case plan goals. Service provider participation in initial and periodic forums convened by DFCS to evaluate child and family progress, to modify steps and services that are not effective, and to address re-emergent concerns |
| Family Life Skills | RL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |
| Follow-up Services | RM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |
| Healthcare Screening/Services | RN | Healthcare screening or services for specific child or caregiver health-related problems (physical, mental or developmental) or for specific tests for service eligibility such as drug screens. |
| Home-Based Parent Education | RO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | RP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |
| Legal Advocacy/Services | RQ | Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings. |

UAS Code – 873 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|----------------------------------|-----------|--|
| Mentoring/Tutoring | RR | Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models. Tutoring services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc |
| Parent/Child Activities | RS | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |
| Residential Aftercare | RT | Pre-reunification and post-placement supports and/or services provided to a family, on-site, in the home or at a residential center to facilitate the transition of the family or individual from residential treatment program to another setting. |
| Respite Care | RU | Period of relief provided to a caregiver (parent, foster parent, adoptive parent, and relative caregiver) with primary responsibility for intensive supervision or care of a child or family member. |
| Stress/Anger Management | RV | Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms. |
| Substance Abuse Recovery Support | RW | Services provided to a family, individual or group to prevent relapse and continued use of controlled substances. |
| Therapeutic Counseling | RZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |

NOTE: See page 100-102 for instructions on how to enter in SMILE

**109.874 UAS Code – 874 – Limited to Purchase of PSSF Vendor Services
(New January 2005)**

**PROGRAM NAME – Cash Match Promoting Safe and Stable Families (PSSF) Program –
Family Support Services**

NOTE: FISCAL YEAR SPENDING PERIOD FOR THESE FEDERAL FUNDS IS OCTOBER 1ST THROUGH SEPTEMBER 30TH. FINAL EXPENDITURES MUST BE PAID ON OR BEFORE SEPTEMBER 15TH.

PROGRAM PURPOSE – PSSF Family Support services are community-based prevention and early intervention services designed to prevent and reduce the risk of child maltreatment by promoting the well-being of the entire family. **PSSF Family Support** services also include community and faith-based services to strengthen marriages and promote effective co-parenting relationships.

PSSF Family Support services promote healthy development by helping parents to enhance their strengths and resolve problems that can lead to child maltreatment, developmental delays, and family disruption. All services are designed to build on existing family strengths, increase the stability of families, increase parental confidence and competence, increase protective capacities, and enhance overall family functioning to prevent initial or repeat child abuse and neglect and to ensure child safety.

Target Populations: Families referred for **PSSF Family Support** services face multiple challenges such as generational poverty, little or no support system, unemployment due to lack of skills or education, inadequate/affordable/stable housing, truancy, domestic violence, substance abuse or mental illness. Families can also be referred for healthy marriage/relationship/co-parenting classes, or include families/caregivers with children ages 0-5, including pregnant and parenting teens.

FSS – Prevention and Early Intervention Services (874-E)

Prevention and Early Intervention services are voluntary, short-term, in-home or center-based family supports and services offered to help families identify and address problematic family issues before CPS intervention is required.

FSS – HVS (874-V) INFORMATION

Home Visitation Services are voluntary, in-home support and educational services designed to enhance parental capacity to care for children, strengthen parent/child relationships and help families identify and access community resources. Home visiting programs offer a variety of family-focused services to expectant parents and families with new babies and young children. They address issues such as maternal and child health, positive parenting practices, safe home environments, and access to services.

Services utilize an evidence-based home visitation practice model to support positive parent-child relationships, promote optimal child health and development, enhance parental self-sufficiency, ensure safe home environments and prevent child abuse and neglect.

UAS Code – 874 (continued)

Services are offered to a variety of at-risk families with children ages 0-5 who are referred by hospitals, schools or other community-based screening processes, or *referred by DFCS* to provide prevention-oriented assistance to isolated families to prevent CPS intervention. Service duration is 3-12 months.

COSTAR REPORTING – Reported client is either the head of the family unit or may be the child in care. **"Count each client or family once per program."**

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – Vendors of PSSF Family Support Services have been approved and contracted through a statewide bid process. A Contract for all approved vendors has been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form Attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at www.pssfnet.com, on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Eligibility requirements differ by entitlement code.

ALLOWABLE ENTITLEMENT CODES**Prevention and Early Intervention Services - Entitlement Code begins with "E"**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|------|--|
| Community Partnerships for Protection Children | C9 | SPECIAL NOTE: the use of entitlement code CP for this program is restricted to use by the counties participating in the Community Partnership for Protecting Children (CPPC) initiative. |
| Adoption Promotion | EA | Direct service activity designed to promote adoption or the establishment of legal guardianship for children in care. Professional interventions and supportive services provided to families engaged in the adoption process and post adoptive support services to prevent placement disruption. |
| Case Management/Service Coordination | EC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Parent Education | ED | Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |

UAS Code – 874 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|----------------------------|------|---|
| Center-Based Support Group | EE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |
| Child/Family Assessment | EF | Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum: <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Childcare | EG | Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts. |
| Transportation | EH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Crisis Intervention | EI | Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family. |

UAS Code – 874 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-----------|--|
| Effective Discipline/Behavior Management | EJ | A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline. |
| Family Conference/FTM | EK | Forums convened by DFCS as a component of diversion or family preservation cases to identify family resources, evaluate child and family progress, modify steps and services that are not effective, and address re-emergent concerns to facilitate achievement of case plan goals. Service provider participation in initial and periodic forums convened by DFCS to evaluate child and family progress, to modify steps and services that are not effective, and to address re-emergent concerns |
| Family Life Skills | EL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |
| Follow-up Services | EM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |
| Healthcare Screening/Services | EN | Healthcare screening or services for specific child or caregiver health-related problems (physical, mental or developmental) or for specific tests for service eligibility such as drug screens. |

UAS Code – 874 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|----------------------------------|------|--|
| Home-Based Parent Education | EO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | EP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |
| Legal Advocacy/Services | EQ | Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings. |
| Mentoring/Tutoring | ER | Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models. Tutoring services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc |
| Parent/Child Activities | ES | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |
| Respite Care | EU | Period of relief provided to a caregiver (parent, foster parent, adoptive parent, and relative caregiver) with primary responsibility for intensive supervision or care of a child or family member. |
| Stress/Anger Management | EV | Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms. |
| Substance Abuse Recovery Support | EW | Services provided to a family, individual or group to prevent relapse and continued use of controlled substances. |

UAS Code – 874 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------|-------------|--|
| Substance Abuse Treatment | EX | Professional treatment plan developed and executed for the express purpose of rehabilitation of an individual who has a dependency on either drugs or alcohol. |
| Supervised Visitation | EY | Structured family interaction and enrichment activities conducted in neutral community-based settings for children in state custody and their families to facilitate permanency. |
| Therapeutic Counseling | EZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |
| Other Emergency Support | 18 | This will include items such as: <ul style="list-style-type: none"> • Summer Youth Camp • Residential Support • Community-building Activities • Emergency Assistance • Housing Assistance |

Home Visitation Services - Entitlement Code begins with “V”

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--------------------------------------|-------------|--|
| Case Management/Service Coordination | VC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Parent Education | VD | Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Center-Based Support Group | VE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |

UAS Code – 874 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|-------------------------|-----------|--|
| Child/Family Assessment | VF | <p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Childcare | VG | Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts. |
| Transportation | VH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Family Conference/FTM | VK | <p>Forums convened by DFCS as a component of diversion or family preservation cases to identify family resources, evaluate child and family progress, modify steps and services that are not effective, and address re-emergent concerns to facilitate achievement of case plan goals.</p> <p>Service provider participation in initial and periodic forums convened by DFCS to evaluate child and family progress, to modify steps and services that are not effective, and to address re-emergent concerns</p> |
| Family Life Skills | VL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |

UAS Code – 874 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------------|------|--|
| Follow-up Services | VM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |
| Home-Based Parent Education | VO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | VP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |
| Legal Advocacy/Services | VQ | Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings. |
| Mentoring/Tutoring | VR | Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models. Tutoring services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc |
| Parent/Child Activities | VS | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |
| Therapeutic Counseling | VZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |

NOTE: See page 100-102 for instructions on how to enter in SMILE
For Program 874-C9, use special instructions provided to FOMS, January 2011.

**109.883 UAS Code – 883 Limited to Purchase of PSSF Vendor Services
(New January 2005)**

**PROGRAM NAME - Cash Match Promoting Safe and Promoting Safe and Stable Families
(PSSF) Program Time Limited Reunification Services**

**NOTE: FISCAL YEAR SPENDING PERIOD FOR THESE FEDERAL FUNDS IS
OCTOBER 1ST THROUGH SEPTEMBER 30TH. FINAL EXPENDITURES MUST BE PAID
ON OR BEFORE SEPTEMBER 15TH.**

PROGRAM PURPOSE – Safe family reunification is the preferred permanency planning option for all children in state of Georgia custody. Efforts to assure safe and permanent reunifications for children are complicated because of the strict time frames set forth in the Adoption and Safe Families Act (ASFA) of 1997 and the complex and interrelated problems many families experience such as substance abuse, domestic violence and mental illness. The degree to which families are effectively reunited is largely dependent upon the ability to connect families with timely, intensive and responsive supports and services the first 15 months children are in foster care and post-reunification.

PSSF Time-Limited Reunification services are time-limited, intensive support services provided to a child with a plan of safe, appropriate, and timely reunification and to the parents or primary caregiver of the child. These services may be provided to children during the first fifteen months that the child is in foster care to expedite reunification, and after the child returns from foster care to sustain permanency.

Family and Child Advocacy (883-C)

Child and Family Advocacy (CFA) services provide supports to children and their families to promote and sustain reunification or other permanency options such as adoption or legal guardianship. Providers of **CFA** services work in collaboration with DFCS and the Courts first and foremost to ensure that children are safe and families receive the timely and responsive services, minimize the trauma of out-of-home placement and prevent placement disruptions. These advocacy services ensure that the needs of children are met, families receive supports necessary so that children who must be removed from the home maintain connections to their families and communities, achieve permanency as quickly as possible, and prevent a subsequent removal after reunification.

CFA services may also help to ensure that children involved in deprivation proceedings are appointed representation, Court-Appointed Special Advocates (CASA) or Guardian ad Litem (GAL) to support and advocate for timely permanency decisions that are in the best interest of the child.

Target population includes children entering or in foster care or other temporary placement, and their families.

UAS Code – 883 (continued)**Supervised Family Visitation (883-F)**

Supervised Family Visitation (SFV) Children in out-of-home placement have the right to continued relationships with their family of origin, extended family, and others with whom they have had meaningful relationships, unless prohibited for reasons of safety. Likewise, parents of children in care have the right and responsibility to maintain regularly scheduled visits and other contacts with their children unless prohibited by the court for compelling reasons.

Family visitation centers provide increased opportunities for children in foster care to visit with their families in less restrictive, non-threatening environments. These community-based visitation centers are designed with a working parent's schedule in mind and should increase the frequency and quality of interactions between parents and children and children and their siblings and other significant adults.

Successful family reunification is based, in part, on the family or primary caregiver demonstrating an understanding of the child's needs and competency to meet those identified needs during observed visits. Services are designed to establish or sustain parent-child and sibling relationships and facilitate the achievement of reunification case plan goals.

Target populations include children in foster or relative care with a reunification or an alternative permanency plan and their parents(s), caregivers, relatives or other extended family members, or siblings who have been placed in separate foster homes.

Substance Abuse Treatment and Transitional Support (883-S) NOT BEING USED IN FFY2014

PSSF Substance Abuse Treatment and Transitional Support (SAT) services provide substance abuse treatment and support services to court-mandated parents with a child custody or deprivation case where substance abuse treatment and random substance abuse drug screenings and sustained abstinence are conditions for child reunification. To ensure successful and sustained treatment outcomes, these programs are designed to prevent child abandonment and to safely reunify families separated due to parental substance abuse. Support services should provide a full continuum of treatment and post services to expand or enhance long-term residential or substance abuse day treatment services.

Service providers must work in partnership with DFCS case managers to emphasize the magnitude of the court requirements, and the limited time available to obtain treatment and demonstrate the ability to remain alcohol- or drug-free for a minimum of six months.

Target Population:

- **Families mandated by DFCS CPS, Placement Services or the Courts to undergo substance abuse treatment as condition of family reunification.**

UAS Code – 883 (continued)

COSTAR REPORTING – Reported client is either the head of the family unit or may be the child in care. **"Count each client or family once per program."**

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS – PSSF Vendors have been approved through a statewide bid process. A contract for all approved vendors will have been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 (Form Attached). The referral form and a listing of approved PSSF Vendors can be accessed on line at www.pssfnet.com, on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide. Eligibility requirements differ by entitlement code.

ALLOWABLE ENTITLEMENT CODES**Family and Child Advocate – Entitlement Code begins with “C”**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--------------------------------------|------|---|
| Case Management/Service Coordination | CC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Support Group | CE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |
| Child/Family Assessment | CF | Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum: <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Follow-up Services | CM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |

UAS Code – 883 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------------|-----------|---|
| Healthcare Screening/Services | CN | Healthcare screening or services for specific child or caregiver health-related problems (physical, mental or developmental) or for specific tests for service eligibility such as drug screens. |
| Information & Referral Services | CP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |
| Legal Advocacy/Services | CQ | Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings. |
| Stress/Anger Management | CV | Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms. |
| Other Emergency Support | 18 | This will include items such as: <ul style="list-style-type: none"> • Summer Youth Camp • Residential Support • Community-building Activities • Emergency Assistance • Housing Assistance |

Supervised Family Visitation – Entitlement Code begins with “F”

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--------------------------------------|-----------|--|
| Case Management/Service Coordination | FC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Parent Education | FD | Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Center-Based Support Group | FE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |

UAS Code – 883 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|-------------------------|-----------|--|
| Child/Family Assessment | FF | <p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Childcare | FG | Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts. |
| Transportation | FH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Family Conference/FTM | FK | <p>Forums convened by DFCS as a component of diversion or family preservation cases to identify family resources, evaluate child and family progress, modify steps and services that are not effective, and address re-emergent concerns to facilitate achievement of case plan goals.</p> <p>Service provider participation in initial and periodic forums convened by DFCS to evaluate child and family progress, to modify steps and services that are not effective, and to address re-emergent concerns</p> |
| Family Life Skills | FL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |

UAS Code – 883 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------------|-------------|--|
| Follow-up Services | FM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |
| Healthcare Screening/Services | FN | Healthcare screening or services for specific child or caregiver health-related problems (physical, mental or developmental) or for specific tests for service eligibility such as drug screens. |
| Home-Based Parent Education | FO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | FP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |
| Legal Advocacy/Services | FQ | Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings. |
| Mentoring/Tutoring | FR | Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models. Tutoring services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc |
| Parent/Child Activities | FS | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |
| Stress/Anger Management | FV | Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms. |

UAS Code – 883 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|-------------------------|-------------|--|
| Supervised Visitation | FY | Structured family interaction and enrichment activities conducted in neutral community-based settings for children in state custody and their families to facilitate permanency. |
| Therapeutic Counseling | FZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |
| Other Emergency Support | 18 | This will include items such as: <ul style="list-style-type: none"> • Summer Youth Camp • Residential Support • Community-building Activities • Emergency Assistance • Housing Assistance |

NOTE: See page 100-102 for instructions on how to enter in SMILE

**109.884 UAS Code – 884 – Limited to Purchase of PSSF Vendor Services
(New January 2005)**

**PROGRAM NAME – Promoting Safe and Stable Families Program (PSSF) –
Cash Match Adoption Promotion and Post Permanency Services**

**NOTE: FISCAL YEAR SPENDING PERIOD FOR THESE FEDERAL FUNDS IS
OCTOBER 1ST THROUGH SEPTEMBER 30TH. FINAL EXPENDITURES MUST BE PAID
ON OR BEFORE SEPTEMBER 15TH.**

PROGRAM PURPOSE – All families need supportive services to prepare for and sustain adoption. Crisis and transition periods can be especially difficult for these families who must also address child welfare-related issues such as separation and loss. Families who adopt children with special needs also face additional challenges which may be compounded by the child's past experiences of child abuse and neglect. **PSSF Adoption Promotion and Post-Permanency (APP)** services are designed to encourage and support permanency for children through adoption, when adoption is in the best interest of the child, and to prevent disruption post adoption.

Adoption Promotion and Post-Permanency Supports may also provide additional support to facilitate permanency for children through guardianship.

Youth who are nearing the age of emancipation without an identified permanency resource may need additional supports and services to help transition and prepare for the opportunities and challenges of independent adult living. Unemployment, incarceration, homelessness, substance abuse, pregnancy, limited educations and inadequate health care are all obstacles that can impair the transition to adulthood. **Transition and Emancipation Support** services help these youth develop skills for independent living and establish meaningful adult connections while simultaneously working toward achieving permanency through reunification, adoption, or guardianship.

APP - Adoption Promotion and Permanency Support

PSSF Adoption Promotion and Permanency Support (APS) services are designed to assist children and families prior to, during and after adoptive placement. Services may be delivered to both birth, foster and adoptive families and are designed to help facilitate and expedite the adoption process, support birth/foster/adoptive families throughout the adoption process and provide post adoption support services to help prevent disruption.

Target Populations:

- **Birth parent(s)**
- **Foster/adoptive children and youth**
- **Foster families**
- **Pre-adoptive and adoptive families**
- **Relative caregivers*** (*See notes below on this special population*)

UAS Code – 884 (continued)**Adoption Promotion and Permanency Support (884-A)**

Adoption Promotion and Post-Permanency Support (APS) services are provided to families to facilitate and support permanency for children through adoption or other permanency options such as legal guardianship, to prevent disruption or dissolution of those relationships. APS services are designed to promote and assist children and families prior to, during and after adoptive placement or guardianship. Services may be delivered to birth, foster, relative or adoptive families and are designed to support families throughout the adoption and/or guardianship process and provide post-permanency support services.

Target populations include foster/adoptive children and youth, *particularly those with special needs*; foster, pre-adoptive and adoptive parents; and relative caregivers.

Adoption Promotion and Post-Permanency Support services must be delivered at a minimum by a bachelor's level professional or supervised para-professionals who are qualified by education, training and experience to work with the target population. Service duration is 3-6 months pre-adoption or guardianship and 3-6 months post-adoption or guardianship.

Transition and Emancipation Support (884-T)

Transition and Emancipation Support (TES) services are designed to help foster care youth ages 16-21 years of age prepare for legal emancipation from the foster care system and to equip them with the life skills, educational and career planning supports necessary to support successful transition to independent adult living.

Target population includes youth ages 16-21 preparing for emancipation from foster care, and may include young adults with low IQ's.

Services must be delivered at a minimum by a bachelor's level professional or supervised para-professionals who are qualified by education and training to work with the target population and experience working with adolescents. Service providers must be knowledgeable of and collaborate with DFCS and other community- and faith-based agencies to ensure youth access to the array of supports and services needed to meet case plan goals.

Service duration is 6-9 months before exiting foster care and/or 6-9 months post-permanency or emancipation, not to exceed 12 months.

COSTAR REPORTING – Reported client is either the head of the family unit or may be the child in care. **"Count each client or family once per program."**

UAS Code – 884 (continued)**KEY PROGRAM OR ELIGIBILITY REQUIREMENTS –**

PSSF Vendors have been approved through a statewide bid process. A contract for all approved vendors has been fully executed. Client referrals to PSSF Vendor Services are made by completing Referral Form # RF10.12 – See Appendix A. The referral form and a listing of approved PSSF Vendors can be accessed on line at www.pssfnet.com, on the FFS Website at <http://167.193.156.254/FFS> or refer to the current PSSF Family Service Resource Guide.

ALLOWABLE ENTITLEMENT CODES**Adoption Promotion & Permanency Support – Entitlement Code begins with “A”**

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--------------------------------------|-------------|---|
| Adoption Promotion | AA | Direct service activity designed to promote adoption or the establishment of legal guardianship for children in care. Professional interventions and supportive services provided to families engaged in the adoption process and post adoptive support services to prevent placement disruption. |
| Foster Care Support | AB | Services designed to support children in foster care and their families. Professional interventions and supportive services provided to foster parents or children in foster care to prevent placement disruption or to provide support in the transition of children out of the foster care system. Services may include but are not limited to, legal counseling, therapeutic counseling, support groups, mentoring, tutoring, effective discipline/behavior management, and information and referral services. |
| Case Management/Service Coordination | AC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Parent Education | AD | Curriculum-based parent education/parenting skills training provided to caregivers facilitated in an interactive group setting conducted at a community-based facility to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Center-Based Support Group | AE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |

UAS Code – 884 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-----------|--|
| Child/Family Assessment | AF | <p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Childcare | AG | Child care provided for a specified period to facilitate caregiver participation in program activities or services or to enhance child abuse and neglect prevention efforts. |
| Transportation | AH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Crisis Intervention | AI | Short period of intensive therapeutic intervention for families experiencing crisis. Services are to be provided by clinically licensed professionals, carrying caseloads not to exceed 10 families and average service duration of 90 to 120 days. Services should be available to families 24 hours a day in the home or other environments accessible to the family. |
| Effective Discipline/Behavior Management | AJ | A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline. |

UAS Code – 884 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------------|-----------|--|
| Family Life Skills | AL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |
| Follow-up Services | AM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |
| Healthcare Screening/Services | AN | Healthcare screening or services for specific child or caregiver health-related problems (physical, mental or developmental) or for specific tests for service eligibility such as drug screens. |
| Home-Based Parent Education | AO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | AP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |
| Legal Advocacy/Services | AQ | Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings. |

UAS Code – 884 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|-------------------------|-------------|--|
| Mentoring/Tutoring | AR | Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models. Tutoring services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc |
| Parent/Child Activities | AS | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |
| Respite Care | AU | Period of relief provided to a caregiver (parent, foster parent, adoptive parent, and relative caregiver) with primary responsibility for intensive supervision or care of a child or family member. |
| Stress/Anger Management | AV | Services or training to address the source and impact of stress on family functioning and practical application of coping mechanisms. |
| Therapeutic Counseling | AZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |

Transition & Emancipation Support – Entitlement Code begins with “T”

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--------------------------------------|-------------|--|
| Case Management/Service Coordination | TC | The coordination and monitoring of services/case review, evaluation and documentation of individual case plans including participation, if requested, in case staffing for mutual clients convened by DFCS. |
| Center-Based Support Group | TE | Facilitated support or informal counseling on-site or at other community-based facility for a group of children, youth or adults with a common objective or circumstance. This does not include support groups with a therapeutic or counseling component. |

UAS Code – 884 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|--|-----------|--|
| Child/Family Assessment | TF | <p>Assessments are required prior to or at the commencement of services and should identify individual and family strengths and needs in order to facilitate the development of an individual service plan that will be utilized in the monitoring and evaluation of family progress while services are provided. And should include, at a minimum:</p> <ul style="list-style-type: none"> • Financial Conditions • Living Conditions • Caretaker Supports and resources • Health (caretaker and individual family members) • Housing • Employment • Transportation • Coping Skills • Parenting Capacity and Skills |
| Transportation | TH | Transportation assistance to facilitate family or individual participation in on-site services or transportation provided to assist individuals or families without transportation resources to access community resources. |
| Effective Discipline/Behavior Management | TJ | A plan of specific interventions and strategies that is developed as a component of an individualized action plan to provide the caregiver or the child with guidance in affecting prescribed changes and outcomes in the child's behavior, attitude or coping ability that will positively impact family functioning. Training that provides the caregiver with strategies that improve family functioning by encouraging the consistent use of effective interventions and alternatives to the use of corporal discipline. |
| Family Conference/FTM | TK | <p>Forums convened by DFCS as a component of diversion or family preservation cases to identify family resources, evaluate child and family progress, modify steps and services that are not effective, and address re-emergent concerns to facilitate achievement of case plan goals.</p> <p>Service provider participation in initial and periodic forums convened by DFCS to evaluate child and family progress, to modify steps and services that are not effective, and to address re-emergent concerns</p> |

UAS Code – 884 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------------|-----------|--|
| Family Life Skills | TL | Classes or individual instruction designed to help individuals improve basic living skills such as managing a budget, managing a household, etc. including instruction and/or supports provided to youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve employment opportunities |
| Follow-up Services | TM | Follow-up contact to provide ongoing support of primary service objectives. May include home visits, drop-ins, on-site appointments, and/or telephone contact. |
| Home-Based Parent Education | TO | Curriculum-based parent education/parenting skills training provided to caregivers in the home to enhance parent capacity to care for and meet the needs of their children. Includes positive parenting practices, positive parent-child relationships, and child health and development to enhance parental self-sufficiency and prevent child abuse and neglect. |
| Information & Referral Services | TP | To facilitate the access and utilization of community-based resources by families for long-term family support. Includes the identification and coordination of referrals and monitoring of resources for responsiveness and effectiveness in meeting the family needs. |
| Legal Advocacy/Services | TQ | Legal consultation or advocacy services provided to a family or individual engaged in child deprivation, child custody or permanency proceedings. |
| Mentoring/Tutoring | TR | Mentoring services are designed to nurture a relationship between children and/or adults and appropriate role models. Tutoring services includes instruction and/or supports provided to children, youth or adults, individuals or groups, designed to enhance skills, support and encourage individual goals and improve educational outcomes and/or improve employment. May include individual tutoring, group instruction, GED classes or support, SAT preparation, etc |
| Parent/Child Activities | TS | Facilitated group activity such as a field trip, parent/child dinner, holiday gathering, etc. sponsored and coordinated to facilitate positive parent and child interaction. |

UAS Code – 884 (continued)

| DESCRIPTION | CODE | SPECIFIC SERVICE REQUIREMENTS |
|---------------------------|-------------|--|
| Respite Care | TU | Period of relief provided to a caregiver (parent, foster parent, adoptive parent, and relative caregiver) with primary responsibility for intensive supervision or care of a child or family member. |
| Substance Abuse Treatment | TX | Professional treatment plan developed and executed for the express purpose of rehabilitation of an individual who has a dependency on either drugs or alcohol. |
| Therapeutic Counseling | TZ | Therapeutic and psychological support services provided by a licensed mental health professional experienced in dealing with children and families with child welfare related issues. |
| Other Emergency Support | 18 | This will include items such as: <ul style="list-style-type: none"> • Summer Youth Camp • Residential Support • Community-building Activities • Emergency Assistance • Housing Assistance |

NOTE: See page 100-102 for instructions on how to enter in SMILE

UAS 873 – 884 - Proper Procedures for Making the Payments

1. **Key in information from the invoice into the Child Welfare Transaction File. If due to the new Entitlement Code structure, you will have more than 4 different entitlement codes, you will need to break it up onto 2 screens (see below for SMILE screen prints for example)**

NOTE: Do not start a CW transaction screen with the “00” or “r” codes; they need to follow directly below the service codes.

2.

| | |
|--------------|---|
| 884XX | Total Service Cost |
| 884XX | Total Service Cost |
| 884XX | Total Service Cost |
| 88400 | Contractor’s Match amount (25%) as positive amount |
| 884r | Contractor’s Match amount (25%) as negative amount |

3. **Total amount on screen(s) should equal Total Service Cost.**

4. **Amount of check should be 75% of Total Service Cost.**

5. **Month-end General Journal Entry:**

DR 880.4XX Local Contractor’s Match Expense (25%) amount
CR 422.8XX C/M Revenue – PSSF for the same 25% amount

6. **Month-end Reconciliation**

Calculate 25% of YTD Expenses on Department Statement for Program 8XX.
Should agree with YTD Expenses on Department Statement for Program 4XX

NOTE: The 473 – 484 Department Statements Excess Revenue over Expenditures should always be “0.00” once the GJE’s have been completed).

In this example, you can see that there were 5 entitlement code combinations, so they broke it up into 2 separate screens each one having the 87300 and the 873r.

101

SMILE GENERAL LEDGER SCREEN PRINTS OF CM PSSF ENTRIES

Using the example above,

Your 622.873 is the 100% expenditures of \$2935.48

Your 422.473 is the 25% share of expenditures \$733.87

Producing a check on the General Ledger page for:

Difference between 100% expenditures less 25% share for \$2201.61 for the CM PSSF programs

Plus 240.00 for CCFA Wrap Around

Plus 265.00 for Early Intervention

Giving you a total check of \$2706.61

REDBARON

File Edit Options Send Receive Window Help

PERFORM: Query Next Previous View Add Update Remove Table Screen ...

Searches the active database table. ** 1: checks table**

Cty # [034] County Name [DFCS REGION 11]

Check Number [137065] Check Date [05/14/2009] Posting Indicator [P]

Vendor No. [32277] Vendor Name [CHILD AND FAMILY GUIDANCE OF GEORGIA, INC]

Resource ID [8533732] Address 1[] Address 2[]

City [MILLEDGEVILLE GA 31059]

Description [PROGRAM 873 , CM PSSF C CRISIS INT-EFF DISC/BEH M INU]

Check Type [3] Bank Number [1] Check Written Indicator [W] Check Cleared [C]

| Account | Description | Amount | Account | Description | Amount |
|------------|--------------------|--------------|------------|--------------|--------------|
| [622.873] | GIA EXP - CM | [\$2935.48] | [431.473] | LOCAL CONTRA | [\$-733.87] |
| [622.518] | GIA EXP - CC | [\$240.00] | [622.551] | GIA EXP - EA | [\$265.00] |
| [.000] | | [\$0.00] | [.000] | | [\$0.00] |
| [.000] | | [\$0.00] | [.000] | | [\$0.00] |
| [.000] | | [\$0.00] | [.000] | | [\$0.00] |
| [.000] | | [\$0.00] | [.000] | | [\$0.00] |
| [] | TOTAL CHECK AMOUNT | [\$2706.61] | [] | | [114.101] |

--- PRESS 2T TO LOOK UP A VENDOR ---

1 row(s) found

start Novell GroupWise... REDBARON http://167.193.1... COSTAR 3006 - ... Search Desktop 10:53 AM